# Business Office Staff

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Section 1

SUMMARY OF INTERNAL CONTROL POLICIES AND LAWS

INTRODUCTION

Internal control policies provide the Franklin County Technical School (FCTS) with the foundation to safeguard its assets properly, implement the Franklin County Technical School Committee’s policies, provide compliance with state and federal laws and regulations, and produce timely and accurate financial information.

Compliance with Laws

The Franklin County Technical School will follow all of the relevant laws and regulations that govern the school districts within the Commonwealth of Massachusetts. Additionally, any Federal Government laws and regulations that relate to grant funding will be adopted as the grant funding is received. The following are specific policies and procedures of the Franklin County Technical School.

Organizational Conflict of Interest or Self-Dealing (Related Parties)

The Franklin County Technical School will follow MGL, Chapter 268A conflict of interest law and disclosure. Additionally, FCTS may not be operated for the benefit of an affiliated or unaffiliated organization or an individual in his or her own private capacity or individuals related to the Franklin County Technical School or members of its management, unless the private benefit is considered merely incidental. This private benefit preclusion will extend to the following:

1. Sale or exchange, or leasing, of property between the district and an affiliated or unaffiliated organization or a private or related individual.

2. Lending of money or other extension of credit between an agency and an affiliated or unaffiliated organization or a private or related individual.

3. Furnishing of goods, services, or facilities between the district and an affiliated or unaffiliated organization or a private or related individual except for the rental of district facilities as specified in the Franklin County Technical School Committee Policy Manual.

4. Payment of compensation, unless authorized by the Franklin County Technical School Committee, by the district to an affiliated or unaffiliated organization or a private or related individual.

5. Transfer to, use by, or for the benefit of a private or related individual of the income or assets of the Franklin County Technical School unless specifically voted by the Franklin County Technical
School Committee.

Thus, the Franklin County Technical School will be guided by the principle of arms-length standards with all affiliated or unaffiliated organizations or with a private or related individual(s). Related party transactions shall include transactions between a school / district and members of the Franklin County Technical School Committee, administration, employees, related individuals and affiliated companies. Related individuals within the scope of this definition include spouses, parents, children, spouses of children, grandchildren, siblings, father-in-law, mother-in-law, sister-in-law, and brother-in-law of a School Committee member or school district employee.

Political Contributions
No funds or assets of the Franklin County Technical School may be contributed to any political party or organization or to any individual who either holds public office or is a candidate for public office. The direct or indirect use of any funds or other assets of the Franklin County Technical School for political contributions in any form, whether in cash or other property, services, or the use of facilities, is strictly prohibited. The Franklin County Technical School cannot be involved with any committee or other organization that raises funds for political purposes.

The following are examples of prohibited activities include the following:

- Contributions by an employee that are reimbursed through expense accounts or in other ways.
- Purchase by the school district of tickets for political fundraising events.
- Contributions in kind, such as lending employees to political parties or using the assets of the Franklin County Technical School in political campaigns.

Section 2
PAYROLL PROCEDURES

New Employees Procedures
The School has adopted payroll procedures for installing new employees on the payroll system and removing terminated employees from the system, as well as monitoring vacation and sick pay. New employee procedure is as follows:

1. Request for new employees are initiated by the building principal or supervisor and submitted to the Superintendent of Schools.
2. The Superintendent shall review the request to ensure that it falls within the approved School Committee budget.
3. The Superintendent shall maintain a spreadsheet to ensure that the funding of the positions being vacated is greater than the cost of the new hires.
4. CORI (Criminal Offender Record Information) and SAFIS (Statewide Applicant Fingerprint Identification Services) is completed prior to the hiring of any new employee.
5. Any individual being considered for a position shall ensure that there is a complete application packet on file. That packet shall include the following:
   a. Letter of Application
   b. Resume
   c. Letters of Reference
   d. Certification / License (when appropriate)
   e. References shall be checked prior to hiring.
6. Any individual being hired shall receive a letter of hire detailing position, salary step, pertinent collective bargaining agreement or individual contract, actual salary, and date of hire.
7. The individual being hired shall sign the letter of hire accepting the position and return the signed copy to the Secretary to the Superintendent.

8. The individual being hired shall be given, and shall acknowledge receipt of (in writing), a copy of the following:
   - Employee Handbook
   - Electronic Acceptable Use Policy;
   - E-mail Policy;

9. The individual being hired shall complete an IRS W-4 Form and a Massachusetts Form M-4. Copies of a social security card, driver’s license, and/or passport shall be provided to the Business Office.

10. The individual being hired shall complete all necessary paperwork with regard to retirement.

11. The individual being hired shall complete all necessary paperwork with regard to insurance, if it is appropriate.

12. An individual will be entered onto the payroll only after all of the above steps have been completed.

Pay Schedules
Franklin County Technical School runs on a bi-weekly payroll schedule. Faculty has the option of electing their salary to be divided by either 21 pays, 26 pays (payment over the summer months), or 26 pays, but with payments 22 through 26 paid as a lump sum with payment 21. Salary Installment Selection forms are available in the Business Office. Notification of the change must be received no later than April 15th. Any changes will take effect on the 1st pay period of the following school year.

Year round employees will have their annual salary divided by 26 pays and paid in equal installments.

Payroll Withholdings
To ensure that payment withholdings are correctly reflected and paid to the appropriate third parties, the following procedures are to be followed:

- All payroll withholdings are handled through the Business Office.
- Copies of the original withholding and benefit election forms shall be maintained in the Business Office.
- The Business Office shall provide employees seeking to change their withholding or benefit elections with the appropriate forms.

Employees of the District do not contribute to the social security system. Instead they participate in the Massachusetts Teachers Retirement System or the Greenfield Retirement System.

All part time employees, with the exception of retired FCTS employees who return to work part time, will be required to contribute 7.5% of their gross income into an OBRA (The Omnibus Budget Reconciliation Act of 1990) account.

All employees who were hired after March 31, 1986 are required to pay 1.45% of the gross pay to the federal government for Medicare.

Optional Payroll Deductions
Below are just a few optional payroll deductions available to FCTS employees:

- 403(b) tax sheltered investments- available to all employees. See the Business Office for a complete listing of approved vendors.
- 457/Roth 457 plan
- Health insurance, dental, disability insurance is offered on a pre-tax basis.
- Organization dues
- United Way
**Direct Deposit**
Franklin County Technical School strongly encourages employees to use direct deposit, but it is not required. Authorization forms are available in the Business Office.

All new direct deposits require one complete payroll cycle for the bank information to be verified. Therefore the first check after a new direct deposit has been entered into the payroll system will be a live check; payroll checks thereafter will be direct deposit.

**Errors on Direct Deposit/Paychecks**
In the event an employee does not feel he/she has received proper payment for services rendered, the employee should contact the Payroll/Benefits Administrator for further review of the matter.

**Resignations**
When an employee resigns, please notify personnel and payroll immediately. Final pay off calculations will not be determined until written notice is submitted to the Business Office.

**Change of Address/Telephone numbers**
When an employee moves to a different address or changes a telephone number, please contact the Business Office.

**Other life-changing events**
Marriage, divorce, birth of a child, adoption, death of a spouse and other life-changing events usually trigger a need to notify Personnel/Payroll. When in doubt, call and check to see what information may be needed or assistance they may offer.

**Jury Duty**
Employees must provide a receipt from the court when they are absent for jury duty.

**W-2 Forms**
This calendar year statement is issued no later than January 31st each year to all current and former employees who received any compensation from the District during the previous year via a payroll check.

**Timekeeping**
To ensure that payment for salaries and wages is made in accordance with documented time records, the following procedure is to be followed:

- Employees are instructed on the proper charging of time to assure the accuracy of recorded time to cost objectives.
- Labor hours are accurately recorded and any corrections to timekeeping records, including the appropriate authorizations and approvals, are documented.
- The School Business Manager monitors the overall integrity of timekeeping.
- Reconciliations of hours charged on time sheets to attendance records are made on a bi-weekly basis.

**Time Sheet Preparation**
Timesheets for all hourly personnel are forwarded to the Business Office on a bi-weekly basis. The time frame ensures that all timesheets are submitted in a timely manner.
In preparing time sheets, hourly personnel will:

1. Enter hours in ink.
2. Make all corrections in ink by crossing out the error and initialing the change.
3. Submit the completed time sheet to the appropriate supervisor for approval.

The authorized forms are submitted to Business Office for processing. Hours shown on time sheets are reconciled to the hours recorded on the payroll forms by the Payroll Administrator.

**Personnel Data**

To calculate and record payroll data accurately and completely for all employees, the following controls and procedures are to be followed:

- **Internal Accounting Controls**
- A precise paper trail covering all transactions is required.
- The Superintendent approves changes in pay rates.
- Separate payroll and personnel files periodically reviewed and reconciled.
- Changes to personnel data are initiated with a memo which is signed by the Superintendent.
- A copy of the memo is given to the Business Office whenever a change is made.
- The Payroll Administrator processes the authorized changes to the payroll data.
- A copy of the memo is retained in the employee's personnel file.

**Preparation of Payroll**

To ensure that payment of salaries and wages is accurately calculated, the following controls and procedures are to be followed:

- Time records are reconciled with payroll records at each payroll.
- The responsibility for checking the accuracy of payroll calculations is separated from the responsibility for payroll preparation to the extent possible for the size of the district.
- The department heads and/or department supervisor forwards approved time sheets to the Business Office.
- The total time recorded on time sheets and The Business Office verifies the number of employees.
- All calculations of total prepared by the individual school or department are checked and verified by The Business Office.

**Payroll Payment**

To ensure payment for salaries and wages by check or direct deposit is made only to employees entitled to receive payment, the following controls and procedures are to be followed:

- All payroll checks and direct deposit are handled through the Business Office.
- The Business Office processes payroll in-house using Tyler Technologies Infinite Visions. Under no circumstances are checks to be distributed earlier than the pay date to employees.

**Overtime**

*Employees must receive prior approval before working overtime.*

Non-exempt employees are obligated to record actual hours worked.

**Vacation and Sick Pay**

- Employees accrue vacation time based on either their collective bargaining agreement or his/her individual contract.
- Employees must secure the approval of their supervisors in advance. Under usual
circumstances, this approval should be secured two weeks in advance.

- Regular part-time employees will earn vacation time as detailed in the applicable collective bargaining agreement or in his/her individual employment contract. Usually this vacation time is on a pro-rated basis.
- Sick leave taken is monitored against each employee’s available time and is recorded on a weekly basis.
- Employees enter time off request into Aesop. The employee’s supervisor will then approve or deny the leave.
- Unused vacation time is based on collective bargaining agreements, individual contracts, and state law.

Non-renewals

- The appropriate Principal and the Superintendent of Schools will sign letters of non-renewal.
- Such letters will be given to the non-renewed individual by June 1 of any given year. The letter will be handed to the individual personally.
- The Principal shall require the individual to sign the bottom of the letter acknowledging receipt of the letter. If the individual refuses to sign the letter, the principal shall bring in a witness to document the fact that the individual has refused to sign the letter acknowledging receipt. The witness shall sign and date a statement verifying the fact that the Principal has delivered the non-renewal letter and that the recipient has refused to sign acknowledging its receipt.
- The Principal shall return the non-renewal letter (signed by the recipient or documented by a witness as having been given to the recipient) to the Secretary in the Central Office immediately.
- The Secretary in the Central Office shall notify The School Business Administrator that the individual has been non-renewed.
- The Secretary in the Central Office shall notify the Executive Administrative Assistant to the Superintendent that the individual has been non-renewed.
- The Payroll Administrator shall remove the individual from the payroll effective June 30.
- Business Office handles all issues relative to insurance, COBRA, pension, etc. for an individual who has not been renewed.

Terminations

- Any time an administrator or supervisor is considering terminating an employee, the Superintendent shall be notified immediately.
- The administrator or supervisor and the Superintendent shall immediately consult with the School Committee attorney to ensure that all appropriate steps are taken relative to the termination.
- The School Business Manager shall arrange with the Payroll Administrator to cut a final check in compliance with state law.
- The School Business Manager shall remove the individual from the payroll according to the advice of the School Committee’s legal counsel.
- The Business Office handles all issues relative to insurance, COBRA, pension, etc. for an individual who has not been terminated.

Section 3
PURCHASING PROCEDURES

Overview
To ensure that goods and services are acquired at fair and reasonable prices, and the highest personal
standards of conduct are maintained in all relationships with vendors, suppliers, and subcontractors.

To ensure that transactions are accurately classified and recorded in the financial records.

**Business Office Purchasing Responsibilities**
The main focus of the Business Office is to facilitate the acquisition of goods and services in order to meet the needs of the school district. The District’s objective is to purchase the best value of products, materials, and services at the lowest practical prices within relevant statutes, policies and procedures. School district staff are not authorized to override the procedures found in this section which have been written to comply with internal accounting control necessary to demonstrate accountability, ethical conduct, and responsible behavior.

The district has developed cost-effective and efficient purchase requirements in order to achieve full and open competition, meeting delivery schedules, controlling inventory and material, and expediting and following up on purchases.

The district follows MGL chapter 30B for procurement guidelines.

**Selecting the Vendor**
The district selects the most responsive and responsible vendor to provide required materials and services, and promotes competition in order to obtain fair and reasonable prices, again following MGL chapter 30B.

**Internal Accounting Controls**
Approval by the school committee is required for purchases equal to or exceeding $10,000 prior to purchase order finalization.

Implementation of procedures that require the reporting of unethical conduct to the Superintendent and subsequent restitution of any gain resulting from such conduct.

**Purchase Requirements**
After approval of the annual budget, the Business Manager reviews the district’s needs to uncover patterns of orders and opportunity for clustering orders to achieve volume discounts.

In preparing a purchase requisition, the requestor identifies only minimum needs.

**Standard of Conduct**

**Employee Ethics/Conflict of Interest-Policy GBCA**
The school committee expects members of its professional and support staff to be familiar with the code of ethics that applies to their profession and to adhere to it in their relationships with students, parents, co-workers, and officials of the school district. No employee of the committee will engage in or have a financial interest in, directly or indirectly, any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system. Nor will any staff member engage in any type of private business during school time or on school property. Employees will not engage in work of any type where information concerning customer, client, or employer originates from any information available to them through school sources.

Moreover, as there should be no conflict of interest in the supervision and evaluation of employees, at no time may any administrator responsible for the supervision and/or evaluation of an employee be directly related to him/her.
In order to avoid the appearance of any possible conflict, no members of the school committee may be hired as a teacher in the Franklin County Technical School District. It is also the policy of the school committee that no employee be hired who is related to any member of the school committee or who is related to any administrator of the school district. This provision will not affect anyone currently employed in the district who may be related to either a school committee member or an administrator but no promotions or hiring in the future will be exempt from this provision.

In accordance with Section 54 of the Education Reform Law of 1993, the school committee will receive a two-week advance written notice of a proposal to employ a member of the immediate family of the Superintendent, administrator or school committee member. As defined by Chapter 268A of the General Laws, “immediate family” shall mean the spouse, parents, children, brothers and sisters of the aforementioned parties.

**Gifts to and Solicitations by Employees-Policy GBCBA**

**Gifts**
The acceptance of personal gifts by school personnel from parents and/or to express gratitude to an employee should be tokens of appreciation and should not be excessive in expense.

No employee of the school committee will accept a personal gift from a business concern supplying, or with an interest in supplying, goods, materials, equipment, or services to the school system. This restriction does not relate to the acceptance of gifts for the school system, nor to the acceptance of small and clearly identifiable advertising and promotional materials.

**Solicitations**
In spirit, the school committee supports the many worthwhile charitable drives that take place in the community and is gratified when school employees give them their support. However the solicitation of funds from staff members through the use of school personnel and school time must be held at a minimum.

The solicitation of funds for the United Way will be permitted on an annual basis.

**Tax Exempt**
All purchase orders notify vendors of the District’s tax-exempt status. When placing a confirming purchase order with a vendor, the school or department should indicate to the vendor that the District holds this exempt status and should not be charged tax.

Any use of the District’s tax exemption certificate for personal purchase is prohibited.

**Processing Purchase Requisitions**
Purchase requisitions are entered into the accounting software by the requisitioner and are approved by the appropriate supervisor before being forwarded to the Business Office. In instances of multiple requests for similar items, the Business Office prepares a combined order for the vendor. *(SEE HOW-TO GUIDE AT THE END OF THIS MANUAL)*

Purchase requisitions must include the following:
- A description of items ordered;
- A cost estimate;
- The required delivery information;
- The account to be charged; *(DOE guidelines should be used to determine appropriate function and object codes.)*
- Electronic approval of the appropriate supervisor.
Processing Purchase Orders
1. Purchase orders, after having been signed by the building principal or other comparable supervisor, are then sent to the Business Office.
2. Before a purchase order is sent to a supplier, it is reviewed by The School Business Manager or appropriate supervisor for accuracy of dates, account coding, quantities listed, and arithmetic extensions.
3. The School Business Manager and the Superintendent approve purchase orders.
4. Four copies of the purchase order are prepared. One copy is filed numerically by vendor in the Business Office and entered into the software, by pre-assigned number, to track outstanding commitments. One copy is returned to the originator, one copy goes to the Facilities Manager for receiving purposes and the original is mailed to the vendor.

Procedures for Blanket Purchase Orders
A Blanket Purchase Order is a means of setting aside a sum of money to a specific vendor that a department may use on a recurring basis for low dollar volume, consumable supplies, for a specific period of time. Once the blanket PO has been approved by the Superintendent the department may order using these procedures:

1) Blanket Orders may be established against shop revolving fund accounts and/or budget supply accounts.

2) Blanket Orders against a department’s supply budget may be approved up to a limit of $250 for incidental items of a non-recurring nature. These orders shall be plainly marked, in the description portion of the order “This Blanket Purchase Order is for consumable supplies and expires on April 30, 20XX.” This type of blanket order should not need to be renewed during the school year.

3) Blanket Orders against a shop revolving fund may be approved up to a limit of $2,000, but must be for items that will be billed to a customer. In other words, your revolving fund must have the capacity to pay for these costs. These orders shall be plainly marked, in the description portion of the order “This Blanket Purchase Order is for the shop revolving fund and expires on June 15, 20XX.” This type of blanket order may need to be renewed during the school year depending on the volume of business with that particular vendor. If you are renewing a blanket order, please add “This blanket order replaces PO# 14-XXX.” This will let the vendor know that the old PO# is no longer active.

4) When arranging for delivery of items purchased with a Blanket Order the vendor must be told the blanket purchase order number to charge. This purchase order number must appear on the receiving slip given to you by the vendor and must appear on the vendor’s invoice received by the Business Office.

5) If orders need to be picked up, a school “runner” should be used for this task. The “runner” will check in with the Business Office to make sure a purchase order exists and return to the Business Office after completing the run with the invoice/pick slip/etc. from the vendor.

6) Blanket Orders may be decreased or canceled, but may not be increased. Special care must be taken by departments to insure that available balances are not exceeded.

7) No invoice against a Blanket Order may exceed the balance on the order.

8) Blanket Orders are entered into the financial system via the requisition process accessed through the “iVisions” icon.

All procedures must be followed or the Blanket Order privilege will be revoked.

Unauthorized Charges/Purchases
- Any commitment to acquire good or services from budgeted funds prior to securing a bonified
purchase order or without prior approval from the Business Office or designee is prohibited. Anyone creating or authorizing such a commitment prior to securing a purchase order or obtaining authorization may be personally liable for payment of such agreement.

- Anyone creating or authorizing such a commitment prior to securing a purchase order will be held personally liable for payment of such agreement.
- No goods or services are to be ordered or repairs made without a Purchase Order number having been issued prior to placing the order with the vendor. The individual placing an order without a P.O. number will be responsible for payment of the invoice.

**Purchases for Individuals**

Any commitment to acquire goods or services in the name of Franklin County Technical School for personal use or ownership is prohibited.

**Internal Projects**

When doing work projects for another shop or department or doing a project for the school district (OSHA or NEASC repairs), the materials needed for that project can be obtained in either of the following ways:

1. If the materials are coming from one or two vendors, then prepare a PO(s) specific to that project. The PO will be charged to the correct budget line and will provide proper evidence of authorization from the superintendent.
2. If materials are coming from multiple vendors making option #1 impractical, then materials should be purchased from your shop’s pre-established blanket POs. When the project is complete your shop will need to generate an internal bill/work order to charge the district/shop/dept. for the work performed. This work order will allow the business office to reimburse your revolving fund for the materials used and to charge the correct departmental budget for the project.

It will be unacceptable to hand the Business Office a bill or slip from one of your suppliers and request to “charge it to Project X” or “charge it to Joe’s budget”, etc.

By following this procedure we will adhere to school committee policy of obtaining the superintendent’s approval before a purchase and we will be able to classify expenditures properly for the annual audit.

**Receiving Procedure Overview**

All products ordered by Franklin County Technical School faculty and staff must have originated from a signed purchase order (See instructions for Purchasing Procedures). Product is delivered to the Main Office. The Main Office receives the product, checks the packing slip to the contents of the package and signs for the delivery. The signed packing slip and receiving copy of the PO are forwarded to the Business Office while the product gets delivered to the requesting shop/dept/person.

If the Director of Buildings & Grounds or his designee is not available, the delivery may be received in the main office. Anyone signing for the delivery is responsible for knowing what is being received and is responsible for forwarding the packing slip and associated paperwork to the Business Office.

a. Exception – Products ordered through a blanket PO should be processed by the shop responsible for issuing the blanket PO. The shop instructor must check the packing slip (or invoice) to the contents of the package, sign the packing slip (or invoice) and forward the paperwork to the Business Office. If a currier (Paraprofessional, Custodian, etc) is sent to pick up a purchase from a blanket PO, the shop instructor remains responsible for forwarding the paperwork to the Business Office.
b. Exception - Large product orders that need to be off-loaded directly to a shop/classroom due to size and weight. The faculty or staff person is responsible for contacting the Director of Building and Grounds with the delivery schedule and any assistance needed from the maintenance department. Assistance may include the use of the school’s fork truck, electrical connectivity, removal of old equipment, etc.

The procedure for receiving merchandise is as follows:
- Check for damages
- Count the shipping units and compare to the count indicated on the freight bill and/or suppliers packing list. Also check these with purchase order copy.

**Obtaining Bids and Quotations**
The School Business Manager ensures that the requesting staff member has obtained and documented the required quotations on transactions between $5,000 and $25,000. All of these require the completion of the District’s Quotation form and the attachment of the required documentation. Items greater than $25,000 will require formal bid requests and evaluation before the purchase order is issued.

In evaluating bids received, the recommending administrator performs and documents a cost or price analysis for submission to the Superintendent.

**Negotiation and Award**
Awards may be made to other than the low quoting vendor in circumstances where the higher quote demonstrates best value contracting procedures to the district (can use MGL c30B as guide). In such situations, the Superintendent or Business Manager shall prepare a justification statement for such awards, furnishing a brief explanation of the factors leading to such a decision.

**Expense Reimbursements**
The following procedure is to be followed to ensure the district pays for only authorized business expenses. The Business Office uses the Internal Revenue Service (IRS) guidelines for reimbursing employees for work related expenses.

**Travel Policies**
School Committee Policy DHB

**Employee Reimbursement for travel, lodging & meals**
1. When official travel by personally-owned vehicle is authorized, mileage payment will be made at the rate currently approved by the school committee. However, an annual vehicle allowance in an amount established by the school committee will be paid to those employees authorized by the school committee who are required to travel regularly on official school business.
2. Travel by school committee members must have prior approval of the school committee.
3. Any travel reimbursement with estimated expenditures of more than $2500.00 per person must be approved in advance by the school committee. When advance approval cannot be obtained via a regularly scheduled school committee meeting, the officers of the school committee may grant said approval. Travel reimbursements for less than $2500.00 may be approved by the Superintendent.
4. Each individual request will be judged on the basis of its benefit to the school district.
5. Reimbursements for travel shall include registration fees, transportation, lodging and meals when authorized and applicable.
6. Reimbursement will be approved and made only after the employee has documented attendance and full participation at the event/conference/meeting/class, for which reimbursement is sought.
7. Providing proper approval is obtained, expenses will be reimbursed upon submission of an expense report with original receipts attached.
8. Reimbursement for meals shall not exceed $25/individual/lunch or $50/individual/dinner.
9. Only meal tips are reimbursable up to 15% of the meal reimbursement per #8 above. No other tips will be reimbursed.

Expense Reimbursements for Required Training of District Personnel
Employees are required to obtain and furnish documentation for all individual expenses.

This policy does not address teacher professional development.

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

When official travel by personally-owned vehicle is authorized, mileage payment will be made at the rate currently approved by the school committee. However, an annual vehicle allowance in an amount established by the school committee will be paid to those employees authorized by the school committee who are required to travel regularly on school business.

To the extent budgeted for such purposes in the school budget, travel reimbursement will be as follows:
1. Travel by school committee members must have prior approval of the school committee.
2. Any travel reimbursement with estimated expenditures of more than $2,500 per person must be approved in advance by the school committee. When advance approval cannot be obtained via a regularly scheduled school committee meeting, the officers of the school committee may grant said approval. Travel reimbursements for less than $2,500 may be approved by the superintendent.
3. Each individual request will be judged on the basis of its benefit to the school district.

Reimbursement for travel shall include registration fees, transportation, lodging and meals.

Reimbursement will be approved and made only after the employee has documented attendance and full participation at the event/conference/meeting/class/etc., for which reimbursement is sought.

Providing proper approval is obtained, expenses will be reimbursed upon submission of an expense report with original receipts attached.

Expense Reimbursement
- An employee who seeks reimbursement for authorized travel expenses completes a travel report detailing the expenses incurred, attaching copies of supporting documentation.
- If payment was made by check, copies of both the front and back of the cancelled check must be provided.
- The employee’s travel report reimbursement request is reviewed and approved by the Superintendent and Principal.
- All reimbursement requests must be submitted within the fiscal year in which the expenditure was made.
Section 4
ACCOUNTS PAYABLE PROCEDURES

The Business Office issues checks for reimbursements and disbursements to vendors.

Accounts Payable Reference Guide
1. Forward ALL invoices for payment to the Business Office.
2. In District travel, mileage is calculated from FCTS to destination to FCTS - not from home to destination to home. You may not use your home in the calculation on a work day. The shortest and most direct route using Mapquest will be used.
3. On any reimbursements, the supporting documentation must show the method of payment (i.e. credit card/cash/check/on-line payment) and proof of attendance.
4. Make sure vendor remit addresses are correct according to invoices/paperwork. E-mail the Business Office with address changes.
5. All district employees must be paid extra duty pay through Payroll, not Accounts Payable. Employees will be paid for reimbursements through Accounts Payable.
6. All contract service workers must be set up as a 1099 vendor. When setting up a new 1099 vendor, they must give the Business Office their social Security # or Tax ID #, to set them up as a 1099 vendor. District employees are not a 1099 vendor.

To ensure that invoices are accurately recorded on a timely basis for authorized purchases, the following procedures are to be followed:

- Invoices are mailed to and received directly by the Business Office
- Invoices are compared to the Purchase Order and the packing list or other receiving documentation.
- The invoice is reviewed for the following:
  The nature, quality, and quantity of goods ordered and the related price.
  Accuracy of all arithmetic calculations and extensions.
- Completed 30B form if applicable.
- The Accounts Payable Clerk reviews the above and enters the amounts into the software program to create a warrant for payment.
- Completed warrants, with supporting documents attached are prepared for the signatures of the Business Manager (as the Superintendent's designee) and members of the Warrant Signing Subcommittee of the School Committee.

Reconciliation of source data is performed periodically to ascertain the accuracy of accounts payable entries. Internal reviews are conducted to determine if duplicate payments or overpayments exist.

All claims for payment from school district funds will be processed in accordance with regulations developed by the Superintendent-Director. Payment will be authorized against invoices properly supported by approved purchase orders or approved contracts.

At least monthly the school committee or an established warrant signing subcommittee will be presented with payroll and accounts payable warrants to be certified as accurate and approved for payment by the school committee.

The Superintendent-Director or the Business Manager as his designee, will be responsible for assuring that expenditures do not exceed the amount allocated in the budget except where budget transfers have been authorized.
Consultant Utilization
The utilization of all consultants and contract personnel are sufficiently evidenced by the following:

- Details of all agreements (e.g., work requirements, rate of compensation, and nature and amount of other expenses, if any, with the individuals or organizations providing the services).
- Invoices or billings submitted by consultants, including sufficient detail as to the time expended and the nature of the actual services performed.
- The use of a management contract for educational and administrative services will clearly identify the contractor’s performance requirements, including student’s academic achievement, contractor’s compensation, and the district’s rights to educational curricula and intellectual property developed.

Independent Contractors
The use of consultants is closely monitored so as not to vary from the rules of the Internal Revenue Code. In particular, consultants will:

- Not be controlled as to what services will be performed and how these services will be performed. Consultants will not have set hours of work.
- Adhere to a precise contract scope of services, recomputed or at least adjusted annually. This consultant agreement will specify the obligation of the consultant to pay his or her own self-employment taxes, if applicable.
- Not receive any fringe benefits as such, although their fee may include provision for fringe benefits.
- Not be assigned a permanent workstation.
- Make their services available or work for a number of firms or persons at the same time.
- Use their own stationery or time sheet in billing for services.

Record Keeping
To provide an accurate and auditable record of all financial transactions, the Franklin County Technical School’s records and accounts are maintained in conformity with generally accepted accounting principles as required by the Commonwealth’s statutes applicable to school districts.

Further, the Franklin County Technical School specifically requires that:

1. No funds or accounts may be established or maintained for purposes that are not fully and accurately described within the records of the Franklin County Technical School.
2. Receipts and disbursements must be fully and accurately described in the records.
3. No false entries may be made in the records.
4. No false or misleading reports shall be issued.
5. Payments may be made only to the contracting party and only for the actual services rendered or products delivered.
6. No false or fictitious invoices may be submitted or paid.

Security of Financial Data
1. The district’s accounting software should be reviewed regularly to ensure that only properly authorized individuals, utilizing a security password, can access or modify data.
2. The district’s financial data must be backed up daily to ensure the recoverability of financial information in case of hardware failure. Such back-up shall be stored in a fire-safe area that is properly secured and/or off site.
3. The Business Manager shall keep unused checks in a secure location.
4. The Business Manager shall keep unclaimed paychecks and unclaimed pay statements in a
secure location.
5. The Superintendent of Schools or the Business Manager shall secure all other financial data.

Security of School Documents
Originals of the following district documents are maintained and their presence is verified on a periodic basis.

1. Minutes of School Committee Meetings (Kept in Superintendent’s office)
2. Banking Agreements
3. Leases
4. Insurance Policies
5. Vendor Invoices
6. Grant and Contract Agreements
7. Fixed Asset Inventory List

Record Retention and Disposal
1. The Franklin County Technical School maintains and disposes its records in accordance with guidelines established by the Secretary of the Commonwealth of Massachusetts.
2. For seven years after submission of the final report of expenditures, all financial records including spreadsheets, salary information, invoices submitted and paid, and any other pertinent information, with the following exceptions:
   a. If any litigation, claim, or audit is started before the expiration of the seven year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.
   b. Records of equipment acquired with Federal funds shall be retained for three years after final disposition.
3. Permanently: Audit reports, annual district reports, School Committee minutes, tax and legal correspondence, labor contracts, insurance claims and policies, and retirement / pension records.
4. The disposal date determined under this procedure is the end of the fiscal year, or the date of final payment of government grants.
5. All records not supporting government grants or otherwise covered by rules of the Internal Revenue Service are retained for seven years from the end of the fiscal year in which the records were originally prepared.
6. All financial records are maintained, by category, in chronological order and fiscal year.

Section 5
ACCOUNTING PROCEDURES
PROPERTY MANAGEMENT GUIDELINES

Use of School Assets
No employee may use any of the School property, equipment, material or supplies for personal use without the prior approval of the Superintendent or designee.

Use of School Credit Cards
1. School credit cards will be issued to the Superintendent and his designated members of the school administration.
2. An approved purchase order must be obtained before school purchases are allowed on the
school credit cards.
3. School credit cards may not be used for purchasing personal items or services.

Property and Equipment
The Franklin County Technical School maintains detailed records of all government-furnished property and equipment, with an identification and segregation of property and equipment acquired through government grants.

The Franklin County Technical School tags all property and equipment acquired through government grants.

Identification of Property
Lists of grant-purchased equipment shall be kept in databases kept by the Business Office.

Record and Report of Property
The School district maintains records for fixed assets as follows:

- Name and description
- Serial number, model number, or other identification
- If title vests with any entity other than the school district, specific information relative to which specific entity
- Location of the equipment
- Ultimate disposition data, including date of disposal, sales price, or method of disposal.

Physical Inventories
The school district performs a physical inventory of all property listed on the fixed asset schedules an annual basis.

The physical inventory is reconciled to the detailed fixed asset list. Any differences are investigated and reconciled.

Disposal of Property and Equipment
- No item of property or equipment shall be removed from the premises without the prior approval of the Superintendent or designee.
- Textbooks and materials, which are outdated or in poor condition may be discarded at the discretion of the building principal.
- Any other items of value no longer needed by the school district shall be disposed of in accordance with M.G.L. chapter 30B Section 15.
- If equipment is no longer needed by the school district, such equipment shall first be offered to our member towns.
- If items are disposed of, appropriate adjustments shall be made of the physical inventory list.

PROCUREMENT GUIDELINES

The Franklin County Technical School procures only those items and services that are required to perform and mission and/or fill a bona fide need. Procurements are made using best value contracting, which includes assessing the best value considering quality, performance, and price.

MGL, Chapter 30B is required to be followed.

The district adheres to the following objectives:
1. The school committee declares its intention to purchase competitively without prejudice and seek maximum educational value for every dollar expended.
2. The acquisition of materials, equipment and services will be centralized in the Superintendent’s Office of the school district.
3. The Superintendent will serve as the chief procurement officer. He/she will develop and administer the purchasing program for the school in keeping with legal requirements and with the adopted school budget.
4. The Superintendent may delegate, in writing, the power and duties of the procurement officer in accordance with M.G.L. Chapter 30B Section 19.
5. School purchases will be made only on official purchase orders approved for issuance by the appropriate administrator and signed by the Superintendent, with such exceptions as may be made by the latter for existing contractual agreements and emergency purchases.
6. Authority for the purchase of materials, equipment, supplies and services is extended to the Superintendent through the budget-making process.
7. The purchase of items and services on such lists requires no further school committee approval except when by law or school committee policy the purchases or services must be put to bid or the purchase necessitates budget transfer approval.
8. Maintain dependable sources of supply.
9. Be above suspicion of unethical behavior at all times; avoid any conflict of interest, related parties or even the appearance of a conflict of interest in the school district supplier relationships.
10. The district will execute a purchase order for all purchases.
11. The Business Manager and the Superintendent must approve such purchase orders.
12. All lease agreements will be evidenced by a signed agreement identifying all of the terms and conditions of the lease.
13. Any real estate agreement to rent or sell will require a beneficial interest disclosure as required in MGL Chapter 7, section 40J.

Investment Policy Statement
General Fund & Trust Funds

I. The Investment of General Funds, Special Revenue Funds, Enterprise Funds, and Capital Projects Funds

A. Scope

This section of the policy applies only to short term operating funds such as general funds, special revenue funds, enterprise funds, bond proceeds and capital project funds. Section two will deal with trust funds, and any other funds with special circumstances such as stabilization funds. A separate Contributory Retirement Board, either local or county, is responsible for the investment of the pension funds.

B. Objectives

Massachusetts General Laws, Chapter 44, section 55B requires the municipal/district treasurer to invest all public funds except those required to be kept un-invested for purposes of immediate distribution. Modern banking systems enable the public treasurer to maintain even these funds in interest bearing form until the date a disbursement order clears through the banking system.

The state law further requires that invested funds are to be placed at the highest possible rate of interest reasonably available, taking account of safety, liquidity and yield. Therefore, these guidelines are
intended to further the objective of securing the highest return that is consistent with safety of principal while meeting the daily cash requirements for the operation of the entity's business.

- **Safety** of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital through the mitigation of credit risk and interest rate risk. These risks shall be mitigated by the diversification and prudent selection of investment instruments, and choice of depository. Credit risk is the risk of loss due to the failure of the security issuer or backer. Interest rate risk is the risk that the market value of the security will fall due to changes in general interest rates.

- **Liquidity** is the next most important objective. The overall investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. Since all possible cash demands cannot be anticipated, the treasurer shall carry out investment activities in a manner that provides for meeting unusual cash demands without the liquidation of investments that could result in forfeiture of accrued interest earnings, and loss of principal in some cases.

- **Yield** is the third, and last, objective. Investments shall be undertaken so as to achieve a fair market average rate of return, taking into account safety and liquidity constraints as well as all legal requirements.

C. Investment Instruments

**Note:** Public investments in Massachusetts are not protected through provisions in State law. Therefore, they are largely uncollateralized. Many banking institutions are willing to put up collateral, albeit at a cost to the entity of a lower interest rate. The Treasurer negotiates for the highest rates possible, consistent with safety principles.

The Treasurer may invest in the following instruments:

- Massachusetts State pooled fund: **Unlimited amounts** (Pool is liquid)
  
  o The Massachusetts Municipal Depository Trust (MMDT), an investment pool for state, local, county and other independent governmental authorities, is under the auspices of the State Treasurer and currently managed by Fidelity Investments. It invests in Bankers Acceptances, Commercial Paper of high quality, Bank Certificates of Deposit, Repurchase agreements (Repos), and U.S. Treasury Obligations. It has Federal Deposit Insurance Corporation (F.D.I.C.) pass-through insurance on the C.D.'s and takes delivery on the Repos and Treasuries. Under Government Accounting Standards Board Regulation (GASB III), it is not considered an uncollateralized product.

- U.S. Treasuries that will be held to maturity: **Unlimited amounts** (Up to one year maturity from date of purchase)

- U.S. Agency obligations that will be held to maturity. **Unlimited amounts** (Up to one year maturity from date of purchase)

- Bank accounts or Certificates of Deposit, hitherto termed C.D.’s. **(Up to one year)** which are fully collateralized through a third party agreement: **Unlimited Amounts?**

- Bank accounts and C.D.’s **(Up to one year)** insured by F.D.I.C. up to $100,000 limit All bank accounts and C.D.’s in one institution are considered in the aggregate to receive the $100,000 insurance coverage. In some cases Banking Institutions carry additional insurance, Depository
Insurance Fund of Massachusetts (D.I.F.M): Contact banking representative for amounts of coverage.

- **Unsecured bank deposits** of any kind such as other checking, savings, money market, or Certificates of Deposit accounts at Banks that do not fit the above categories. These investments are subject to the following limitations: These investments will be limited to no more than 5% of an institution's assets and no more than 10% of a municipality's cash. Their credit worthiness will be tracked by Veribanc, Sheshunoff, or other bank credit worthiness reporting systems. They will be diversified as much as possible. C.D.'s will be purchased for no more than three months and will be reviewed frequently.

- **Money Market Mutual Funds** that are registered with the Securities and Exchange Commission that have received the highest possible rating from at least one nationally recognized statistical rating organization and as otherwise referenced in the Massachusetts General Law Chapter 44 Section 55.

D. **Diversification**

Diversification should be interpreted in two ways: in terms of maturity as well as instrument type and issuer. The diversification concept should include prohibition against over concentration of maturities as well as concentration in a specific institution. With the exception of U.S. Treasury obligations or investments fully collateralized by U.S. Treasuries or agencies, and State pools (MMDT), no more than 10% of the Town's investments shall be invested in a single financial institution.

E. **Authorization**

The Treasurer has authority to invest municipality/district funds, subject to the statutes of the Commonwealth Massachusetts General Law Chapter 44 Section 55, 55A, & 55B.

F. **Ethics**

The Treasurer (and any Assistant Treasurers) shall refrain from any personal activity that may conflict with the proper execution of the investment program or which could impair or appear to impair ability to make impartial investment decisions. Said individuals shall disclose to the Chief Executive Officer any material financial interest in financial institutions that do business with the town. They shall also disclose any large personal financial investment positions or loans that could be related to the performance of the town's investments.

G. **Relationship with Financial Institutions**

Financial institutions should be selected first and foremost with regard to safety. Municipalities/Districts should subscribe to and use one or more of the recognized bank rating services, such as Veribanc or Sheshunoff. Brokers should be recognized, reputable dealers.

When using the Veribanc rating service the Treasurer may invest in such banks that show a green rating in a particular quarter. If a rating is yellow the Treasurer should contact the appropriate banking institution and request in writing an explanation of the change in rating and the expected time table for it to be changed to green.

If for a second quarter such rating has not been corrected, the Treasurer should consider removing all funds that are not collateralized, or carries some form of depositors insurance.
If a rating moves to red all money should be immediately collateralized or covered by some form of depositors insurance or be removed from the banking institution.

The Treasurer shall require any brokerage houses and broker/dealers, wishing to do business with the municipality, to supply the following information to the Treasurer:

- Audited financial statements
- Proof of National Association of Security Dealers certification
- A statement that the dealer has read the municipality’s investment policy and will comply with it
- Proof of credit worthiness (minimum standards: at least five years in operation and a minimum capital of 10 million dollars)

**H. Reporting Requirements**

On a regular basis (quarterly, semi-annually, or annually), a report containing the following information will be prepared by the Treasurer and distributed to the Chief Executive Officer, Town Manager, and/or Finance Committee, as appropriate. The quarterly report will include the following information, as a minimum requirement:

- A listing of the individual accounts and individual securities held at the end of the reporting period.
- A listing of the short-term investment portfolio by security type and maturity to ensure compliance with the diversification and maturity guidelines established in the "Diversification" section of this Investment Policy.
- A summary of the income earned on a monthly basis and year to date basis shall be reported.
- The municipal treasurer shall include in the report a brief statement of general market and economic conditions and other factors that may affect the Town’s cash position.
- The report should demonstrate the degree of compliance with the tenets set forth in the Investment Policy.

**I. Restrictions**

Chapter 44, Section 55 set forth the several restrictions that the Treasurer must be aware of when making investment selections.

- A Treasurer shall not at any one time have on deposit in a bank or trust company an amount exceeding 60% of the capital and surplus of such bank or trust company, or banking company, unless satisfactory security is given to it by such bank or trust company, or banking company for such excess.
- The treasurer shall not make a deposit in any bank, trust company or banking company that he is associated as an officer or employee or has been the same for any time during the three years immediately preceding the date of any such deposit.
- All securities shall have a maturity from date of purchase of one year or less.
- Purchases under an agreement with a trust company, national bank or banking company to repurchase at not less than original purchase price of said securities on a fixed date shall not exceed ninety days.

**J. Legal References**

Massachusetts General Law Chapter 44, Section 55
II. The Investment of Trust Funds, Stabilization Funds and Community Preservation Act.

This section of the policy applies only to funds that could be invested long term, i.e. trust funds, stabilization funds, community preservation funds.

- **A. Scope**

This policy applies to all accounts that are designated as Trust Funds, Stabilization Funds, and Community Preservation Funds. These funds include all accounts that are received as scholarships and perpetual care receipts. In addition, the Town has placed both the Capital Stabilization and regular Stabilization money in this account along with their workers compensation and unemployment compensation accounts.

All accounts will be maintained separately receiving their proportionate interest and any realized and unrealized gains or losses. The account will be established as a pooled investment portfolio unless otherwise stated. Any additional accounts will be maintained in this same manner.

- **B. Authority**

Massachusetts General Law Chapter 44, section 54 pertains to the investment of Trust Funds. All trust funds shall fall under the control of the Town Treasurer unless otherwise provided or directed by the donor.

- **C. Objective**

Massachusetts General Laws, Chapter 44, section 55B requires the Town Treasurer to invest all public funds except those required to be kept uninvested for purposes of immediate distribution.

This section also requires that invested funds are to be placed at the highest possible rate of interest reasonably available, taking account of safety, liquidity and yield. Therefore, these guidelines are intended to further the objective of securing the highest return that is consistent with safety of principal while meeting the daily cash requirements for the operation of the entity's business.

- **Safety** of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital through the mitigation of credit risk and interest rate risk. These risks shall be mitigated by the diversification and prudent selection of investment instruments, and choice of depository. Credit risk is the risk of loss due to the failure of the security issuer or backer. Interest rate risk is the risk that the market value of the security will fall due to changes in general interest rates.

- **Liquidity** is the next most important objective. The overall investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. Since all possible cash demands cannot be anticipated, the treasurer shall carry out investment activities in a manner that provides for meeting unusual cash demands without the liquidation of investments that could result in forfeiture of accrued interest earnings, and loss of principal in some cases.
Yield is the third, and last, objective. Investments shall be undertaken so as to achieve a fair market average rate of return, taking into account safety and liquidity constraints as well as all legal requirements.

D. Investment Instruments

M.G.L. Chapter 44 section 54 states that money should be deposited into savings bank, trust companies incorporated under the laws of the commonwealth, banking companies incorporated under the laws of the commonwealth which are members of the Federal Deposit Insurance Corporation, or national banks, or invested in participation units in a combined investment fund under section thirty-eight A of chapter twenty-nine, or in a paid–up shares and accounts of and in co-operative banks, or in shares of savings and loan associations or in share or savings deposits of federal savings and loan associations doing business in the commonwealth.

Additionally the Town of Anywhere may invest such funds in securities, other than mortgages or collateral loans, which are legal for the investment of funds of savings banks under the laws of the commonwealth; provided, that not more than fifteen percent of any such trust funds shall be invested in bank stocks and insurance company stocks, nor shall more than one and one-half percent of such funds be invested in the stock of any one bank or insurance company. See attached the Commonwealth of Massachusetts List of Legal Investments.

The Treasurer may invest in the following instruments:

- U. S. Treasuries that maybe sold prior to maturity: Unlimited amounts (With no limit to the length of maturity from date of purchase)

- U.S. Agency obligations that maybe sold prior to maturity. Unlimited amounts (With no limit to the length of maturity from date of purchase)

- Bank accounts or Certificates of Deposit, hitherto termed C.D.’s. Unlimited amounts (With no limit to the length of maturity from date of purchase), which is fully collateralized through a third party agreement:

- Bank accounts and C.D.’s (With no limit to the length of maturity from date of purchase), fully insured by F.D.I.C. and in some cases also Depository Insurance Fund of Massachusetts (D.I.F.M): $100,000 limit All bank accounts and C.D.’s in one institution are considered in the aggregate to receive the $100,000 insurance coverage.

- Unsecured bank deposits of any kind such as other checking, savings, money market, or Certificates of Deposit accounts at Banks that do not fit the above categories. These investments are subject to the following limitations: These investments will be limited to no more than 5% of an institution’s assets and no more than 10% of a municipality’s cash. Their credit worthiness will be tracked by Veribanc, Sheshunoff, or other bank credit worthiness reporting systems. They will be diversified as much as possible. C.D.’s will be purchased for no more than three months and will be reviewed frequently.

- Common and preferred stock that are listed in the List of Legal Investments.

- Investment Funds that are listed in the List of Legal Investments.

- All other items not separately identified here that are listed in the List of Legal Investments.
E. Standards of Care

The standard of prudence to be used by the Treasurer shall be the “Prudent Person” standard and shall be applied in the context of managing an overall portfolio. The Treasurer acting in accordance with written procedures, and this investment policy, and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided the purchases and sale of securities is carried out in accordance with the terms of this policy.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs; not for speculation but for investment considering the probable safety of their capital as well as the probable income to be derived.

In addition this section would also apply to M.G.L. Chapter 44 Section 55A which refers to the liability of the Treasurer for losses due to bankruptcy.

F. Diversification

Diversification should be interpreted in two ways: in terms of maturity as well as instrument type and issuer. The diversification concept should include prohibition against over concentration of maturities as well as concentration in a specific institution, with the exception of U.S. Treasury obligations or investments fully collateralized by U.S. Treasuries or agencies.

G. Ethics

The Treasurer and any Assistant Treasurer shall refrain from any personal activity that may conflict with the proper execution of the investment program or which could impair or appear to impair ability to make impartial investment decisions. The Treasurer shall disclose to the Town Manager any material financial interest in financial institutions that do business with the town. They shall also disclose any large personal financial investment positions or loans that could be related to the performance of the town's investments.

H. Relationship with Financial Institutions

Financial institutions should be selected first and foremost with regard to safety. The Town of Anywhere subscribes Veribanc a recognized bank rating service. Brokers should be recognized, reputable dealers.

The Treasurer shall require any brokerage houses and broker/dealers, wishing to do business with the Town of Anywhere, to supply the following information to the Treasurer:

- Audited financial statements
- Proof of National Association of Security Dealers certification
- A statement that the dealer has read the municipality’s investment policy and will comply with it

I. Reporting Requirements

On a regular basis (quarterly, semi-annually, or annually), a report containing the following information will be prepared by the Treasurer and distributed to the Town Manager, and/or Finance Committee, as appropriate. The quarterly report will include the following information, as a minimum requirement:
• A listing of the individual accounts and individual securities held at the end of the reporting period.
• A listing of the short-term investment portfolio by security type and maturity to ensure compliance with the diversification and maturity guidelines established in the “Diversification” section of this Investment Policy.
• A summary of the income earned on a monthly basis and year to date basis shall be reported.
• The Treasurer shall include in the report a brief statement of general market and economic conditions and other factors that may affect the Town’s cash position.
• The report should demonstrate the degree of compliance with the tenets set forth in the Investment Policy.

J. Legal References

Massachusetts General Law Chapter 44, Section 54
Massachusetts General Law Chapter 44, Section 55A
Massachusetts General Law Chapter 44, Section 55B

Trust Funds may be co-mingled and invested in any instruments allowed by the Commonwealth of Massachusetts list of Legal Investments Legal issued by the Banking Commissioner each July. Each trust fund must be accounted for separately. Chapter 44 Section 54 sets forth that Treasurers may invest in instruments that are legal for savings banks. This list of investments is included in the Commonwealth of Massachusetts List of Legal Investments, Chapter 167 Section 15A.

INTERNAL CONTROL PROCEDURES

INTRODUCTION

The following section of the Guide will provide procedures, which will support the policies and laws referenced in Part I of the Guide.

GENERAL ACCOUNTING PROCEDURES

In this section, procedures are described for the overall accounting system design, accounting activity, and closeout of the accounts at year-end.

Audit Procedure
Franklin County Technical School is audited on an annual basis. Auditors test and verify transactions, as well as review reconciled bank statements.

Overall Accounting System Design
The Business Manager is involved in designing the Chart of Accounts / Coding Structure. The Business Manager is to establish a coding structure that supports financial reporting and decision-making.

To support the decision making, the School Business Manager shall be involved in ensuring that DOE guidelines are used for recording and reporting purposes using the district’s software.

General Accounting Activity
• All entries are made soon after the underlying accounting event to ensure the financial record and reporting are accurate.
• All entries are supported by adequate documentation that clearly shows the justification and
authorization for the transaction.

- A complete paper trail should be kept so that the auditors will be able to reconstruct and/or justify all entries.
- Financial data on source documentation is verified against original documents (e.g., invoice, purchase order, etc.) by The School Business Manager before entering into the software system.
- Each entry in the accounting software is reviewed and approved by the School Business Manager.
- Non-recurring entries, such as for correcting entries, are prepared as circumstances warrant and submitted to the Business Manager within two business days of preparation. Documentation shall be attached to all such correcting entries.

**Account Reconciliation and Close-out**
The School Business Manager shall reconcile all accounts and sub-accounts, or shall ensure that all such sub-accounts are reconciled.

At fiscal year-end and after the annual audit, all accounts are closed out and the balances of revolving funds and grants are agreed to the audited financial statements.

**CASH MANAGEMENT PROCEDURES**

In this section, procedures are described for cash receipts.

**Cash Receipts**
The objective is to record receipts completely and accurately and to prevent the diversion of cash assets.

The Franklin County Technical School has internal control systems in place to monitor cash receipts and to ensure that deposits are made in a timely manner.

- Listed receipts and credits compared to accounts receivable and bank deposits.
- Accounts are reconciled with balances carried by the District Treasurer.
- Bank deposits are to be made at least once per week.

**Departmental Cash Receipts Procedures**
- Departmental receipts are any money collected for deposit in the school district treasury. Departmental receipts include, but are not limited to, funds collected for shop revolving funds, athletic funds, cafeteria receipts, building use rentals, student clubs and activities funds, field trip fees, shop shirt fees, library fines, etc.
- Departmental receipts must be turned over to the Business Office on a daily basis.
- Any cash collected may not be used to make purchases or pay stipends.
- Cash collected should always be under the direct supervision of an adult employee or agent of the school district.
- School cash receipts should not be taken home or co-mingled with personal funds.
- Personal or payroll checks should not be cashed from departmental/shop receipts.
- A receipt will be issued for all cash/checks deposited in the Business Office. Pre-numbered receipts will include the date, name of person making the deposit, description/reason for the deposit, indicate whether cash or checks were received and the signature of the Business Office personnel issuing the receipt.
• Receipt descriptions will be detailed enough to provide an audit trail back to the source of the transaction (i.e. a typical Collision Repair receipt should reference the work order # generating the customer payment)
• Departmental receipts will be safeguarded in the Business Office until deposited at the bank.
• Departmental receipts will be deposited at the bank at least once a week.
• The Business Office will generate periodic reports to the departments/shops responsible for collecting funds. The reports will provide sufficient detail for the department/shop to reconcile their receipt records to the Business Office’s accounting records.

Accounts Receivable Procedure
A three copy receipt is to be written for any funds brought or mailed to the Franklin County Technical School through the Business Office. The following are details expected to be written on the receipt.
• The name of the business/person making the deposit.
• Date of the transaction.
• Detailed description of the transaction, along with the budget line number and department the funds are to be deposited into.
• The total of the transaction
• Signature of the person who received the funds.

The white copy of the receipt is given to the customer. The yellow copy of the receipt stays with the Business Office for record and audit purposes. The pink copy of the receipt will go to the shop/department where the funds are being deposited into.

All receipts transactions are recorded into the accounting software program. Copies of the receipts are then given to the District Treasurer to reconcile with bank statements. Once receipts are reconciled, they will be stored in the Business Office.

Receipts are kept for 9 years after being audited.

All funds kept at the Business Office are to be secured at all times. At the end of each day all cash & checks are to be secured in the Business Office safe. The Business Office is to be locked during the day when not occupied.

Detailed procedures for the Student Activity Accounts, previously approved by the auditor, appear in Appendix A.

Processing Cafeteria Vending Transactions
Vending Disbursements:
Cafeteria management will identify invoices for purchases made for vending machine product/inventory from companies such as G. Housen for vending drinks, Sysco for food products, etc. The Business Office will charge these items to line #83154 “Vending Machine Products” in the Café revolving fund.

Vending Receipts:
Cafeteria management will record a separate deposit slip for the café vending machine receipts. The Business Office will record these revenues in line #83146 “Vending Receipts” in the Café revolving fund.

Reconciling Inventory Sold:
Each time a vending machine is emptied of its money, the cafeteria staff must reconcile the # of items dispensed to the amount of money in the machine. Any variance/difference must be noted as an “over/under” reconciling item. Any start-up money to dispense change must also be noted as part of the reconciliation.

Product Pricing and Mark-ups:
The cafeteria manager must maintain a written policy on the types of product offered, the % markup for
that product and the vending prices that will be charged for that product.

**Periodic Physical Inventory:**
Periodically (at least annually) the cafeteria staff will conduct a physical count of all vending inventory on the school premises. The change in inventory will be reconciled to the cash collected for the time period selected.

### FREE & REDUCED LUNCH APPLICATIONS

#### Roles
- **Determining Official**: NutriKids Point of Sale System. Business Office enters application information into the NutriKids POS Free & Reduced module. The Free & Reduced module automatically approves applications based on the most current federal guidelines.
- **Confirming Office**: Business Office reviews determining official's work and confirms accuracy and retains all completed applications.
- **Verifying Official**: Business Manager verifies accuracy through sampling.
- **Hearing Official**: Business Manager who is responsible for disputed application rulings.

#### Procedures
- An updated application package will be sent to all students from the central office at the beginning of each school year. Prior year application packages cannot be used as the State will penalize the District.
- Prior to the start of school, the Business Office will upload student roster for upcoming school year to the Virtual Gateway to determine which students are direct certified.
- Applications returned by the student must be reviewed within three days. Eligibility decisions must be made and implemented no longer than ten days of receipt.
- Prior year benefits extend 30 business days from the start of school. All students without an approved application or direct certification after the 30 days must be removed from free or reduced lunch eligibility.
- During the review of the application, use the instructions on the application to calculate the family income.
- All required information must be included: household member names, amount, source and frequency of income, signature of adult household member, and last four digits of social security number.
- The confirming official must sign and date the application following the review. The verifying official must also sign and date the application. The verifying official signature constitutes a completed application.
- The determining official will flag questionable applications for verification cause. NutriKids is utilized during the verification process, where the system will randomly chose the necessary number of applications to review.
- The entire process should be done in a timely manner to prevent any mistakes or errors from having a material effect.
- An eligibility letter will be sent home immediately for each completed application informing the family of their benefit status. Letters are automatically generated & printed from NutriKids.

### Overdue Balance
The Food Service Department will distribute overdue balance letters at the end of each month. Letters are generated using NutriKids. The school is responsible for sending the letters home to families.
school is responsible for contacting families on the overdue balance list if it appears no effort is being made to repay the obligation

GRANT MANAGEMENT PROCEDURES

Grant Writing
The objective is to ensure that grant funding is pursued to the greatest extent possible.

- The Superintendent or designed has been assigned as the point person on all grants.
- All information relative to grant opportunities is funneled to the Superintendent or designee.

Grants
- The Superintendent or his designee distributes the applications for entitlement grants to the appropriate administrator. Title I, Title II and SPED grants are distributed to the PPS/SPED Coordinator. Vocational Education (Perkins) grants are distributed to the Vocational Coordinator.
- The administrator will consult with the Superintendent to ensure that the proposed application is appropriate, given the requirements of the grant and the fiscal needs of the district.
- Care will be taken to ensure that any application prepared for submission will adhere to all laws and regulations, paying particular attention to the requirements relative to non-supplanting.
- The administrator will complete the grant application, ensuring that any positions within such grant application are specified at salary rates listed in collective bargaining agreements, if appropriate.
- When the grant application has been completed, the administrator completing the application will meet with the Superintendent or his designee.
- The secretary to the Superintendent will make the required copies of the grant and arrange to have the needed copies submitted via certified mail or its equivalent.
- The Secretary to the Superintendent will send a copy of the signed grant application to the Curriculum Coordinators, the grant author, and The School Business Manager.

Requesting Grant Payments
- The grant administrator will work with The School Business Manager to monitor the expenditure of funds.
- The School Business Manager shall be responsible for requesting additional funds from DOE at regular intervals throughout the year.
- The School Business Manager shall ensure that the final grant payment is requested in a timely manner.
- The grant administrator will work with The School Business Administrator to ensure that the grant is reconciled to the balances carried by the District Treasurer at the end of each month.

Grant Amendments
- The school Business Manager will insure that grant expenditures are within 110% of the grant line item budget
- The Business Manager will consult with the grant administrator to draft grant amendments if expenditures are expected to exceed 110% of the grant line item budget.

Final Grant Reporting
Responsibility for the final financial close-out of the grants and reporting to the Federal and State authorities will lie with the Business Manager. Any final report on the goals and expectations of the grant will be the responsibility of the lead grant administrator.
PROPERTY AND EQUIPMENT PROCEDURES

This section is organized into six parts: P & E acquisitions, record keeping over P & E, depreciation, inventory of P & E, disposal of P & E, and Government-furnished and School-acquired P & E.

Property and Equipment (P & E) Acquisitions
The objective is to control the acquisition of P & E and completely and accurately record fixed asset acquisitions in order to safeguard fixed assets from loss.

P & E Acquisitions Tied to Budget
All acquisitions of property and capital equipment are either designated in the approved budget or subsequently approved by the School Committee.

P & E Acquisitions Based on Approved Requests
Official approval is obtained before a P & E purchase is made. This is performed by reviewing the purchase order prepared for the item.

Internal Accounting Controls
Reconcile fixed assets acquisitions with capital expenditure authorizations.

Procedures
- The School Administration submits capital budget requests annually for review and approval by the School Committee.
- Authorization requests for the acquisition of fixed assets are reviewed and approved by the Superintendent.
- Each item of property and equipment received is identified and tagged in a visible area on the asset.
- A copy of purchase orders for capital expenditures is entered into the record for proper identification of all fixed assets to be included in the accounting records.
- Information on each tagged asset is entered in the fixed asset inventory.

Recordkeeping Over Property and Equipment
The objective is to record fixed asset acquisitions, transfers and dispositions completely and accurately on a current basis.

Capitalization Policies
The district follows the policy of capitalizing all fixed assets purchased greater than $5,000.

Fixed Asset Classification
Fixed assets are accounted for by the following classifications: land, building, betterments, furniture, and computer hardware/software.

Complete Record of P & E Acquisition Costs
The fixed asset inventory list contains the full history of each capital asset acquired, original acquisition cost, and any costs incurred to prepare the asset for use.

Procedures
- Asset acquisitions, transfers, and dispositions are entered in the fixed asset inventory list on a periodic basis.
- The fixed asset inventory list is reconciled with the financial accounts on a periodic basis. Any differences are analyzed and resolved by the Business Manager.
Depreciation
The district records assets when acquired and records the historical cost of these items. The estimated useful life and minimum dollar thresholds of district assets are as follows:

<table>
<thead>
<tr>
<th>Asset</th>
<th>Life</th>
<th>Minimum Dollar Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land</td>
<td>n/a</td>
<td>$10,000</td>
</tr>
<tr>
<td>Land Improvements</td>
<td>20 years</td>
<td>$10,000</td>
</tr>
<tr>
<td>Buildings</td>
<td>50 years</td>
<td>$50,000</td>
</tr>
<tr>
<td>Building Improvements</td>
<td>20 years</td>
<td>$25,000</td>
</tr>
<tr>
<td>Athletic Facilities</td>
<td>10 years</td>
<td>$5,000</td>
</tr>
<tr>
<td>Vehicles</td>
<td>5 years</td>
<td>$5,000</td>
</tr>
<tr>
<td>Tractors &amp; lifts</td>
<td>7 years</td>
<td>$5,000</td>
</tr>
<tr>
<td>Technology Equipment</td>
<td>5 years</td>
<td>$5,000</td>
</tr>
<tr>
<td>District Equipment</td>
<td>10 years</td>
<td>$5,000</td>
</tr>
<tr>
<td>Vocational Equip.</td>
<td>15 years</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

When calculating the current value of an asset, straight-line depreciation over the above estimated useful life shall be utilized.

INVENTORY OF PROPERTY AND EQUIPMENT

The objective is to ensure that all recorded assets exist and are in use.

Internal Accounting Controls
- All property and equipment over $5,000 is tagged when received.
- Physical inventories are performed annually.
- Differences between physical inventories and amounts recorded on the fixed asset inventory list are analyzed and reconciled annually.

Procedures
- The School Business Manager secures a printout of the fixed asset inventory list by asset classification.
- An inventory of fixed assets is taken annually.
- The physical inventory of fixed assets is compared to the figures recorded on the fixed asset inventory list.
- Differences are investigated and resolved by the Business Manager.
DISPOSAL OF SURPLUS SUPPLIES & EQUIPMENT

The objective is to ensure that assets no longer in use are disposed of in accordance with existing policies.

Disposal Policies
Currently the School Committee does not have written policy or procedures for the disposal of surplus supplies & Equipment.

Internal Accounting Controls
- Use of fixed asset disposal authorization forms.
- Disposal or transfer of fixed assets only with proper authorization.
- Periodic count of fixed assets that is reconciled with the fixed asset inventory list.

Procedures
- A determination is made by school personnel as to the usefulness of a fixed asset.
- An asset disposal form is prepared with proper written authorization by the appropriate administrator.
- The asset disposal form is reviewed and signed by the Superintendent.
- A copy of the asset disposal form is routed to The School Business Administrator who enters the dollar amount of the disposed fixed asset as a reduction in the fixed asset inventory list. Any proceeds realized from the disposition of these assets are recorded as general fund revenue by the school district.

GOVERNMENT-FURNISHED AND SCHOOL-ACQUIRED PROPERTY AND EQUIPMENT

The objective is to ensure that Government-furnished and School-acquired property and equipment are properly obtained, used, and managed during the life of a federal or state grant.

Record Keeping
The district maintains detailed records on all property and equipment.

Custody
All Government-furnished and School-acquired property and equipment, when not in use, is stored in a secure area.

Inventory
All Government-furnished and School-acquired property and equipment valued greater than $5,000.00 is inventoried.

Procedures
- All Government-furnished and School-acquired property and equipment on Government grants are assigned tag numbers and properly identified with this number in the fixed asset inventory list.
- On an annual basis, administrators inventory all property and equipment and ensure that fixed assets are being used for the purpose intended.
- The disposition of Government furnished and School-acquired property and equipment is authorized by the Superintendent and reported to the proper Government Agency as required by that agency.
MANAGEMENT REPORTING PROCEDURES

In this section, procedures are covered for supporting the annual budget and financial reporting.

To support effectively the preparation of the annual budget and its periodic review.

**Budget Process**
The building administrators develop budget requests utilizing input from their faculties and School Councils. These requests shall include requests for operating budgets and for warrant articles. The budgets are submitted to the Superintendent. After compilation of the requests, the Superintendent shall forward them to the School Committee for initial approval.

**Internal Accounting Controls**
Accuracy and completeness of the budget and projections.

**Procedures**
- In preparation of the annual operating and capital budgets, the building administrators consult with faculty members and his/her School Council. Requests for additional resources and / or significant programmatic changes shall be submitted in priority order.
- Building administrators shall meet with the Superintendent to discuss the initial requests. The Superintendent shall prepare the initial budget request, compiling the requests from the district administrators.
- The Superintendent shall submit this preliminary budget request to the School Committee for its consideration.
- After consultation with the Finance Committee, the School Committee will adopt a final budget.
- The Financial Assistant will enter the budget approved by Town Meeting into the software to the Superintendent.

**FINANCIAL REPORTING**

To ensure the accuracy, completeness, and timeliness of financial reporting to support decision-making.

**Schedule**
Monthly managerial reports are prepared.

**Review and Approval**
Financial reports are reviewed for accuracy and completeness.

**Audit**
A certified public accounting firm audits the annual financial reports of the district.

**Procedures**
- The School Business Administrator shall prepare periodic financial reports for the building principals and other administrators.
- The administrators will review the reports for accuracy.
- The Superintendent shall report any significant trends to the School Committee.
- If necessary, the School Committee will approve transfers from one account to another.
- The district submits to an audit of its financial statements by a qualified certified public accounting firm as required by law.
Section 6
BUDGETING PROCEDURES

Budget Timeline

November/December
  Budget requests solicited from shops and departments. Administrative team reviews requests and creates recommendations for School Committee.

January
  Administration presents the budget to the Finance Subcommittee.

January 31
  Governor releases House 1 version of the budget with CH70 School Aid included.

February
  The Governor through the Dept. of Education releases the minimum contribution amounts for our member towns. FCTS member town assessments can now be calculated.

February
  The School Committee adopts a “Tentative operating and maintenance budget” then holds a public hearing on said budget. Member town assessments may not be known at this time.

February/March
  Town finance committee meetings begin. Administration prepares budget books and attends meetings as requested.

March
  The School Committee adopts an annual operating and maintenance budget.

April
  Annual town meetings begin.
Section 7  
STUDENT ACTIVITIES PROCEDURE  
(STUDENT ACTIVITY ACCOUNTS)  

STUDENT ACTIVITY FUNDS  

The Franklin County Technical School Committee recognizes that a program of activities developed within the school district which provide for co-curricular and extra-classroom experiences is important to the enhancement of the total educational program offered by the school district. The school committee further recognizes that, in order to insure that funds related to such activities are raised and expended in an appropriate manner, certain procedures need to be in place that regulate the creation, operation and demise of such funds and the accounts which hold such funds. Essential to those procedures is an approved system for the safeguarding, accounting, internal and external control of extra-classroom funds.

Recognizing that these funds do not belong to the school district but to the students, these guidelines are established to insure that such funds are maintained and expended solely for the betterment of the students of the Franklin County Technical School.

It is expected that all types of funds referenced below will be brought into compliance with this policy upon its enactment by the school committee. Specific guidelines and forms for implementing this policy will be provided through the superintendent-director and school business manager.

Student Activity Funds

A student activity account is defined as any account maintained by a school for a recognized club, team, organization or activity which is a repository for funds to be expended solely for the benefit of students in the Franklin County Technical School, upon the approval of the school principal.

Examples of funds which are subject to deposit into such accounts include, but are not limited to, class dues, receipts from fund-raisers, book sales, vending machine receipts, profits from dances, and food sales.

Account Authorizations

1. The school committee authorizes the principal to accept money for recognized student activity organizations.

2. The school committee authorizes the treasurer to establish an interest bearing bank account, hereinafter referred to as the “Student Activity Agency Account” for the purpose of conducting student activities. All monies collected through student activities must be deposited to this account.
3. The school committee authorizes the treasurer to establish a “Student Activity Checking Account” to be controlled by the school principal. This account is only for expenditures in accordance with school committee policy. The maximum balance of this account is $10,000. The funds to establish such a checking account must come from the student activity agency account, as must all monies to periodically replenish the checking account up to the maximum balance.

**Interest Earnings**

Interest earnings may be expended for costs related to the operation of the student account. This includes (but is not limited to) bank charges, audits, forms, tickets, and bookkeeping costs.

Interest earnings not used for operational costs of the account may be turned over to the individual student activity funds based on their proportionate share of the total balance in the student activity accounts as of the preceding fiscal year end.

**Check Signing Authority**

The district treasurer and/or the principal shall have check signing authority.

**Establishing a Student Activity Organization**

A student activity organization shall designate an activity advisor and vote student officers of the organization.

A written statement of purpose shall be submitted by the student activity advisor and student officers.

The principal shall approve the organization’s statement of purpose in order for the organization to become recognized.

**Audits**

There shall be an annual audit by an independent audit firm conducted in accordance with the procedures as agreed upon between the school committee and the auditor based upon guidelines issued by the Department of Education. The cost of the audit shall be paid by the school committee from its general operating budget.

**Periodic Reporting**

Annually the principal shall report to the school committee the balances of all active student activity funds. Other periodic reports will be provided to the school committee as they are requested.

**Fund Raisers**

Prior approval for fund raisers must be obtained from the principal and the superintendent-director.
STUDENT ACTIVITY FUNDS (Continued)

Results of fund raisers shall be reported to the principal within one week of the close of the fund-raising activity on an approved form.

Training Sessions

The school committee recommends an annual meeting be conducted for advisors and student officers/treasurers. The training should be made available on the necessary procedures, forms, authorizations needed, and the books and records to be kept to accurately systematize an audit trail and prepare proper reports.

Staff Funds

Any monies belonging to staff (sunshine funds, coffee funds, etc.) shall not be maintained in the student activity accounts. Should staff wish to maintain such an account(s), they must establish a bank account in their own name, and cannot use the district's tax exempt number for such account(s).

Disposition of Assets of Inactive Student Activity Organizations

Any student activity organization inactive for a period of three (3) years or more, and for which there has been no receipts or disbursements recorded on their behalf, shall require the following actions to be closed:

1. Written notification by the advisor or student officer/treasurer to the principal or other authorized administrator that the particular activity will cease to be a viable account. If an advisor or student officer/treasurer is not available, such discontinuances shall be by vote of the school committee.

2. All assets of the recognized student activity organization shall be determined and stated in writing.

3. Any disposition of assets of an inactive recognized student activity organization shall be determined by the school committee, but in no case shall the disposition benefit specific individuals. The primary goal in disposition will be to benefit the student body.

Disposition of Assets of Class Accounts not closed out at graduation

Class accounts shall remain open for ninety days after graduation to insure that all outstanding bills can be paid. Upon completion of the ninety days class monies shall be transferred to an account established by members of the graduating class. Once the money is transferred, the school committee’s responsibilities for such money shall cease.

Legal Ref.: M.G.L. Chapter 66, Section 10 of the Acts of 1996
Cross Ref.: JFA, Student Organizations
Procedures for Handling Finances for Student Activity Advisers

Organization
a. A written statement of purpose shall be submitted by the student activity advisor and student officers to the School Principal. (see sample 1)
b. A student activity organization shall vote students officers of the organization.

Fund Raising
a. Prior approval for fund raisers must be obtained from the Principal. (see from B)
b. Results of fund raisers shall be reported to the Principal within one week of the close of the fund raising activity. (See form C).
c. A cash box with $50.00 of change can be signed out from the Business Office. The box containing $50.00 must be returned daily to the Business Office.

Receipts
a. Any student organization receiving monies from any source should turn over such money to the Business Office within 24 hours or the next available business day. For large deposits the organization should prepare a deposit slip. (see form D)
b. A signed receipt should be obtained from the Business Office when you turn in your money.

Expenditures
a. All expenditures/disbursements shall be made by check. No check shall be issued without bills or receipts to document the disbursement. A standardized form should be filled out and should have the appropriate signatures before a check is issued. (See form B).

School Committee Policy
a. All advisors should read and understand School Committee policy DI with regard to student activity funds. If provisions in the School Committee policy conflict with provisions in this procedures manual, the School Committee policy will prevail.
FCTS FFA (Future Farmers of America) Activity Guideline

Activity: Cordwood processing, sales, and delivery

All safety practices will be adhered to at all times. Work is to be continually supervised by a Chapter 74 licensed instructor or Advisor.

Time & Allocation
- The Landscaping/Horticulture instructors must authorize the use of school-day time before planning these activities.
- The maximum number of school days that can be allocated to the processing of cordwood (processing, stacking, and loading) will not exceed five (5) days.
- The number of afternoons (after 2:35) that can be allocated to cordwood work is not restricted.
- The maximum number of cords that can be delivered to each client is two (2).

Payment
- The price per cord will be determined by the Business Manager at the outset of each school year according to market prices.
- Payment, along with delivery destination, quantity, and contact info for the delivery should be delivered to the Business Office prior to delivery. Payment should be by check.

Delivery
- The delivery of wood to a client occurs after the Business Office has received payment for the entire delivery.
- Advisors, teachers, or administrators insured by the school may drive the school’s delivery vehicle.
- The Director of Buildings & Grounds must authorize the use of the delivery vehicle prior to loading.
- The delivery of wood to a client may not occur during the school day.
- The annual estimation of mileage for delivery will be calculated by the Business Office at the end of the school year and be deducted from the FFA fund.

These activity guidelines are to be adhered to as much as possible. When it becomes apparent to the contracted Advisor of the above named co-curricular activity that these guidelines cannot or should not be followed, the Advisors will notify the Principal or the Business Manager prior to departing from the guidelines set forth. A failure to adhere to the above-mentioned guidelines may be grounds for disciplinary action or termination of an Advisor.
Section 8
SHOP SERVICES AND SALES

Overview

FRANKLIN COUNTY TECHNICAL SCHOOL
VOCATIONAL SHOP SERVICES AND SALES

PHILOSOPHY

Franklin County Technical School recognizes that participation in shop services and sales and offsite work projects may provide invaluable learning opportunities for vocational students.

The first consideration for accepting job requests shall be the educational needs of the students. Central to the mission of the Franklin County Technical School's vocational-technical programs is the development of well-trained graduates prepared to enter the workforce. The work accomplished in shop or during an offsite project, although valuable to the customer, municipality or non-profit organization, is secondary to the educational value for Franklin County Technical School's students.

Therefore, shop services and sales or the offsite work project must provide a meaningful learning experience conducted under proper instructional supervision and in concert with the vocational-technical curriculum. Naturally, the health and safety of each student is paramount and job requests that present any safety or health hazards will be rejected.

Franklin County Technical School - Inventory Internal Controls
The vocational program's investment in inventory is usually a large one, and it may be comprised of a large number of merchandise items (i.e. Cosmetology, Culinary) that can be readily stolen and resold. Or the inventory contains mostly raw materials (Welding, Plumbing), then keeping track of it is essential for ensuring that the production processes using it will not run short of materials. This means that you need to implement an array of controls, either to prevent theft or to ensure that the educational projects do not run short of materials. We will describe below a number of the key controls you should consider for your inventory investment.

Key internal controls for your inventory are:

- **Fence and lock the Inventory Storage Area.** The single most important inventory control is simply locking down the inventory materials. This means that you construct a physically safe area around the inventory, lock the area, and only allow authorized personnel into the storage area. Limited school storage space may require inventory to be kept in a visible, well supervised area rather than a locked down area.

- **Organize the inventory.** It may not seem like a control to simply organize the inventory in the storage area, but if you cannot find it, you cannot control it. Thus, a fundamental basis for inventory internal control is to number or label all locations, identify each inventory item, and track these items by location.

- **Count all incoming inventory.** Do not just take the word of the supplier that the quantity stated on the delivery is the correct one. Count the inventory before recording it as being received. This keeps errors from being introduced into the inventory records.
- **Label inventory.** Every piece of inventory should be identified and labeled, which states the part number, description, unit of measure, and quantity. Otherwise, students may misidentify inventory items creating costly mistakes.

- **Standardize record keeping for inventory picking.** When an item is picked from the shelf in the storage area, for use either in a school project or for sale to customers, have a standard procedure for recording the picks as soon as they leave the storage area.

- **Audit the work order/lesson plan.** The work order is a record of the parts used to construct a project. The work order is used to pick items from inventory stock, so if the work order is incorrect, the pickers will pull incorrect amounts from the storage area. This calls for instructional supervision over the work order/lesson plan to make sure the correct type and amount of materials are available for the project.

- **Track extra requisitions and returns.** If the students ask for extra material supplies, or return excess amounts to the storage area, the inventory record must show these additions and subtractions.

- **Conduct a periodic obsolete inventory review.** The storage area can eventually become choked with obsolete inventory that cannot be used, which consumes valuable storage space and also causes confusion and clutter among the active inventory components. Create a shop program procedure to periodically review materials through the inventory records to determine which items should be sold off or otherwise eliminated.

- **Conduct periodic counts.** Have the students conduct periodic counts of the inventory and compare to the written inventory records. Any variances between the physical count and the inventory records should be investigated and any errors found should be corrected. This gradually improves the inventory record accuracy (SEE SAMPLE PHYSICAL COUNT SHEET).

- **Investigate negative-balance inventory records.** If the inventory records show that there is negative inventory on hand, then there is obviously a transactional flaw that caused the negative balance. This is a prime target for a detailed investigation.

- **Record scrap transactions.** Do not just throw scrap in a scrap bin when it occurs. If you do, the inventory system still thinks the scrapped item is in stock, and so will overstate the amount of inventory. Instead, create a procedure to track scrap on a regular basis.

**How do I reconcile inventory?**

You **reconcile inventory** when you compare the inventory counts in your records to the actual amounts in storage, figure out why there are differences between the two amounts, and make adjustments to your records to reflect this analysis.

Inventory reconciliation is not as simple as adjusting the book balance to match the physical count. There may be other reasons why there is a difference between the two numbers that cannot be corrected with such an adjustment. In particular, you should consider following any or all of these steps:

- **Recount the inventory.** It is entirely possible that someone incorrectly counted the inventory. If so, have a different person count it again (since the first counter could make the same counting mistake a second time). Further, if the physical count appears to be significantly lower than the book balance, it is quite possible that there is more inventory in a second location - so look around for a second cache of inventory. Recounting is the most likely reason for a variance, so consider this step first.

- **Match the units of measure.** Are the units of measure used for the count and the book balance the same? One might be in individual units (known as "eaches"), while the other might be in dozens, or boxes, or pounds, or kilograms. If you have already conducted a recount and there is still a difference that is orders of magnitude apart, it is quite likely that the units of measure are the problem.
• **Verify the part number.** It is possible that you are misreading the part number of the item on the shelf, or guessing at its identification because there is no part number at all. If so, get a second opinion from an experienced warehouse staff person, or compare the item to the descriptions in the item master records. Another option is to look for some other item for which there is a unit count variance in the opposite direction - that could be the part number that you are looking for.

• **Look for missing paperwork.** This is an unfortunately large source of inventory reconciliation issues. The unit count in the inventory records may be incorrect because Other examples of this problem are receipts that have not yet been entered (so the inventory record is too low) or issuances from the warehouse to the production area that have not been entered (so the inventory record is too high).

• **Examine scrap.** Scrap can arise anywhere in a company (especially production), and the staff may easily overlook its proper recordation in the accounting records. If you see a modest variance where the inventory records are always just a small amount higher than the physical count, this is a likely cause.

• **Investigate possible customer ownership.** If you have no record of an inventory item at all in the accounting records, there may be a very good reason for it, which is that the company does not own it - a customer does. This is especially common when the company remodels or enhances products for its customers.

• **Investigate possible supplier ownership.** To follow up on the last item, it is also possible that you have items in stock that are on consignment from a supplier, and which are therefore owned by the supplier. This is most common in a retail environment, and highly unlikely anywhere else.

• **Investigate backflushing records.** If your company uses backflushing to alter inventory records (where you relieve inventory based on the number of finished goods produced), then the bill of materials and the finished goods production numbers had better both be in excellent condition, or the reconciliation process will be painful. Backflushing is not recommended unless your manufacturing record keeping is superb.

• **Accept the variance.** If all forms of investigation fail, then you really have no choice but to alter the inventory record to match the physical count. It is possible that some other error will eventually be found that explains the discrepancy, but for now you cannot leave a variance; when in doubt, the physical count is correct.
COLLISION REPAIR & AUTO TECHNOLOGY

Project Acceptance Requirement

1. There will be no time limit set on project completion.

2. Franklin County Technical School has the right to refuse any work inappropriate or not educationally sound.

3. A vehicle must be fewer than 10 years old unless it is accepted by the Curriculum Director for educational purposes. Unregistered vehicles of any age will not be accepted unless an exception is granted by Curriculum Director.

4. All projects accepted must be aligned with the shop’s curriculum.

5. The customer will be contacted upon completion of the project. Payment is due in full before the project can be released. Only bank cashier’s check, personal checks or cash can be accepted. Payment is to be made in the Business Office.

6. A 50% down payment is required for all authorized repair orders over $500.00.

7. Parts will be supplied by the school at the customer’s expense, whenever possible.

8. The customer should understand that work will be done by students learning the auto technology and collision repair processes.

9. Instructors of the Franklin County Technical School have permission to operate the customer vehicles for purposes of testing, inspection and delivery at the owner’s risk.

10. An express mechanic’s lien is acknowledged on the vehicle to secure the amount of repairs thereto in case of default.

11. Franklin County Technical School will not be held responsible for any loss or damage to vehicle as a result of fire, theft, accident or other causes beyond their control.

12. The customer must agree to all the above conditions for Franklin County Technical School to accept their vehicle as an educational project.
AUTO TECHNOLOGY SHOP PROCEDURE

1. The customer must approve all work orders **before** any work is to be done on the vehicle.
2. The work order is created in Auto Tech’s Mitchell 1 software system.
3. Any work on your own, or a relative’s vehicle must be approved by the curriculum director (or other designated administrator) before work commences on the vehicle.
4. An overhead fee (service charge) shall be charged to the customer to offset program costs. The fee shall be 20% of Franklin County Technical School’s cost of parts & materials supplied to the customer.
5. Lube, oil, and filter (L.O.F.) minimum charge is $20.00.
6. A materials charge shall be added to a work order whenever expendable supplies are used in addition to the normal service charge of 20% over cost of parts.
7. An environmental charge should be added whenever waste (oil, fluids, or antifreeze) is recovered for safe disposal.
8. Repair Orders & Invoices should be double-checked to ensure all parts and fees are listed.
9. Invoices are to be paid for in the Business Office upon completion. Customer’s keys should be brought to the Business Office and kept there until customers invoice is paid.
10. A receipt is to be written by the Business Office and given to the customer, along with a detailed invoice that shows work completed and the cost associated with the work performed.
11. Blanket P.O.s charged to the shop revolving fund shall only be for parts & materials for a customer vehicle.
12. No budget items shall be purchased through a shop revolving fund blanket P.O. For example, anything that is part of the instructional program should be purchased through a separate P.O. and charged to a budget line item.
13. Replenishment stock for items you keep on hand (bulbs, wipers, oil, filters, etc.) should be purchased by separate P.O. (not a blanket P.O.) so that costs can be isolated.
14. Annually the shop must do an inventory of equipment and tools to be submitted to administration. Stock items must also be inventoried as a loss control measure.
15. Invoices should be cross-referenced to work orders. Invoices charged to the revolving fund for stock items to be used on customer cars should be marked as such.

Customer Costs for Parts:
Customers shall pay the actual cost of the parts to Franklin County Technical School.

Overhead or Service Charge Fee:
The fee shall be 20% of Franklin County Technical School’s cost of parts & materials supplied to the customer. This fee is used to offset program costs such as “wear & tear” on equipment.

Customer Supplied Parts:
No customer supplied parts are allowed unless an exception is granted by the Curriculum Director.

Tax: (pending school committee review)
All Customers will be charged 5% sales tax on all parts, supplies and accessories purchased by the school and installed on the customer’s vehicle.
Student Work Order Procedure

Requirements for Students to Work on Their Own Vehicles:
- Students must maintain a “C” average in shop.
- Students must maintain a 90% average for attendance.
- Final decision to allow students to work on their own vehicles rests with the instructor or administration.
- Instructors will determine the scope & quality of work on the student’s vehicle. The instructors will determine when a student’s vehicle may safely leave the shop.

Work Orders:
A work order must be created and approved by the instructor before any work is to be done on the vehicle. The work order is to remain with the vehicle (or otherwise easily cross-referenced to the vehicle) until completion of work or until the student’s shop week has concluded. At the conclusion of shop week the work order must be closed out and paid by the student.

Service charges for Equipment Usage:
Equipment usage fees will be waived for Collision Repair and Auto Technology students working on their own vehicles.

Student Costs for Parts:
Students shall pay the actual cost of the parts to Franklin County Technical School.

Service Charge (Overhead) Fee:
The overhead or service fee will be waived for Collision Repair and Auto Technology students working on their own vehicles.

Student Supplied Parts:
No student supplied parts are allowed unless an exception is granted by the instructor and Curriculum Director.

Tax: (pending school committee review)
All Customers will be charged 5% sales tax on all parts, supplies and accessories purchased by the school and installed on the customer’s vehicle.

Instructor Work Order Procedures

Requirements for Instructors to Work on Their Own Vehicles:
Any work on an instructor’s vehicle (or a relative’s vehicle) must be approved by the Curriculum Director (or other designated administrator) before work commences on the vehicle.

Work Orders:
A work order must be created and signed by the instructor & an administrator before any work is to be done on the vehicle. The work order is to remain with the vehicle (windshield or dashboard) until completion of work

Service charges for Equipment Usage:
Service charges for equipment usage shall be the same “Rate & Fee” schedule as provided for outside customers.
Instructor Costs for Parts:
Instructors shall pay the actual cost of the parts to Franklin County Technical School.

Service Charge (Overhead) Fee:
The fee shall be 20% of Franklin County Technical School’s cost of parts & materials supplied to the instructor. This fee is used to offset program costs such as “wear & tear” on equipment.

Instructor Supplied Parts:
No instructor supplied parts are allowed unless an exception is granted by the Curriculum Director.

Tax: (pending school committee review)
All Customers will be charged 5% sales tax on all parts, supplies and accessories purchased by the school and installed on the customer’s vehicle.

COLLISION REPAIR SHOP PROCEDURES

1. The customer must approve and sign all work orders before any work is done on the vehicle.
2. The vehicle must be registered before any work can be done.
3. The vehicle should not be more than 10 years old.
4. Collision Repair does not accept any insurance work unless it’s a school registered vehicle.
5. Any work on your own, or relatives vehicle must be approved by the curriculum director (or other designated administrator).
6. An overhead fee (service charge) shall be charged to the customer to offset program costs. The fee shall be 20% of Franklin County Technical School’s cost of parts and materials supplied to the customer.
7. Invoices are to be paid for in the Business Office upon completion. Customer’s keys should be brought to the Business Office and kept there until customer’s invoices are paid.
8. A receipt is to be written by the Business Office and given to the customer, along with a detailed invoice that shows work completed and the cost associated with the work performance.
9. Blanket P.O.s charged to the shop revolving fund shall only be for parts and materials for a customer vehicle.
10. No budget items shall be purchased through a shop revolving fund blanket P.O. For example, anything that is part of the instructional program should be purchased through a separate P.O. (not a blanket P.O.) so that costs can be isolated.
11. The Business Office will issue 3-part work order forms.
12. When work is completed on a vehicle, white and yellow copy along with customers keys are returned to the Business Office.
13. Pink copy stays with the shop.
14. In the case when a work order needs to be voided, please write void across the work order, date it, state the reason for the void and sign it. Again, white and yellow copies are returned to the Business Office, pink stays with the shop.
15. The Business Office will do monthly internal audits of the work orders.
16. All work orders, complete or voided will have the signature of the shop instructor on them before they send them to the Business Office.
17.
Student Work Order Procedures

Requirements for Students to Work on Their Own Vehicles:
- Students must maintain a “C” average in shop.
- Students must maintain a 90% average for attendance.
- Final decision to allow students to work on their own vehicles rests with the instructor or administration.
- Instructors will determine the scope & quality of work on the student’s vehicle. The instructors will determine when a student’s vehicle may safely leave the shop.

Work Orders:
A work order must be created and signed by the instructor before any work is to be done on the vehicle. The work order is to remain with the vehicle (or otherwise easily cross-referenced to the vehicle) until completion of work or until the student's shop week has concluded. At the conclusion of shop week the work order must be closed out and paid by the student.

Service charges for Equipment Usage:
Equipment usage fees will be waived for Collision Repair and Auto Technology students working on their own vehicles.

Student Costs for Parts:
Students shall pay the actual cost of the parts to Franklin County Technical School.

Service Charge (Overhead) Fee:
The overhead or service fee will be waived for Collision Repair and Auto Technology students working on their own vehicles.

Student Supplied Parts:
No student supplied parts are allowed unless an exception is granted by the instructor and Curriculum Director.

Tax: (pending school committee review)
All Customers will be charged 5% sales tax on all parts, supplies and accessories purchased by the school and installed on the customer’s vehicle.

Shop Instructor Work Order Procedures

Requirements for Instructors to Work on Their Own Vehicles:
Any work on an instructor’s vehicle (or a relative’s vehicle) must be approved by the Curriculum Director (or other designated administrator) before work commences on the vehicle.

Work Orders:
A work order must be created and signed by the instructor & an administrator before any work is to be done on the vehicle. The work order is to remain with the vehicle (windshield or dashboard) until completion of work.

Service charges for Equipment Usage:
Service charges for equipment usage shall be the same “Rate & Fee” schedule as provided for outside customers.
Instructor Costs for Parts:
Instructors shall pay the actual cost of the parts to Franklin County Technical School.

Service Charge (Overhead) Fee:
The fee shall be 20% of Franklin County Technical School's cost of parts & materials supplied to the instructor. This fee is used to offset program costs such as “wear & tear” on equipment.

Instructor Supplied Parts:
No instructor supplied parts are allowed unless an exception is granted by the Curriculum Director.

Tax: (pending school committee review)
All Customers will be charged 5% sales tax on all parts, supplies and accessories purchased by the school and installed on the customer’s vehicle.

CONSTRUCTION TRADE PROCEDURE

Requirements for Offsite Projects
The Franklin County Technical School is desirous of offering a valuable educational opportunity to its vocational students engaged in the building and construction trades.

1. Projects are to be evaluated and approved on the safety, health, and educational needs of the students.
2. Appropriate insurance must be carried to cover liability and medical expenses in case of accidents. Municipalities and non-profit organizations to assume the same.
3. Municipalities or non-profit organizations are to furnish permits, engineering certificates and drawings as may be deemed necessary to do proposed work.
4. The cost of materials and special equipment are to be fully covered by municipalities or non-profit organizations for which work is to be done.
5. The school will be responsible for supplying all tools utilized by the students. The parties agree that all materials used in construction must meet with the approval of the vocational instructors assigned.
6. The school assumes no responsibility for delivery and pick-up of materials and projects when done at school.
7. Municipalities or non-profit organizations are to furnish electricity, water, and toilet facilities for students on job sites.
8. Material is to be ordered by municipalities or non-profit organizations requesting work to be done, or upon their request, they may give permission to the department instructor to order materials at a local vendor where they have established a charge credit in their name.
9. Municipalities or non-profit organizations must be owners of the property to be worked on by the students.
10. Specific student transportation costs to and from the project are the responsibility of the municipalities or non-profit organizations receiving the services.
11. There will be no cost to the school beyond the time of the staff and that of the students.
12. No time limit will be placed on starting or completion of any project. No specific dates will be used.
13. Work will cease on project when delays are caused by municipalities or non-profit organizations having work done.
14. There will be a fee of 15% for offsite projects. In lieu of the 15% fee an agreed upon flat rate fee may be established between the school and the municipality or non-profit organization.
15. Work on the project will be performed in a sound, workmanlike manner; however, the school makes no express representations regarding overall quality of workmanship of the project recognizing that the project is designed to provide a learning experience for its students.

Construction Trades Customer Work Order Procedures

1. The customer must sign all work orders before any work is to be done on the project.

2. The work order is to remain with the project or cross referenced to a pending file in the instructors office until completion of work.

3. Any work on your own, or a relative’s project must be approved by the curriculum director (or other designated administrator) before work commences on the project.

4. An overhead fee (service charge) shall be charged to the customer to offset program costs. The fee shall be 15% of Franklin County Technical School’s cost of parts & materials supplied to the customer.

5. A materials charge shall be added to a work order whenever expendable supplies are used in addition to the normal service charge of 15% over cost of parts.

6. An environmental charge should be added whenever waste (oil, fluids, or solvents) is recovered for safe disposal.

7. All addition on slips should be double-checked.

8. Blanket P.O.s charged to the shop revolving fund shall only be for parts & materials for a customer project.

9. No budget items shall be purchased through a shop revolving fund blanket P.O. For example, anything that is part of the instructional program should be purchased through a separate P.O. and charged to a budget line item.

10. Replenishment stock for items you keep on hand (nuts, bolts, nails, welding rod, etc.) should be purchased by separate P.O. (not a blanket P.O.) so that costs can be isolated.

11. Annually the shop must do an inventory of equipment and tools to be submitted to administration. Stock items (#10 above) must also be inventoried as a loss control measure.

12. Invoices should be cross-referenced to work orders. Invoices charged to the revolving fund for stock items to be used on customer projects should be marked as such.

Student Work Order Policy

Requirements for Students to Work on Their Projects:

- Students must maintain a “C” average in shop
- Students must maintain a 90% average for attendance
- Students must not have referrals for the last shop & academic week
- Final decision to allow students to work on their own projects rests with the instructor or administration
Work Orders:
A work order must be created and signed by the instructor before any work is to be done on the project. The work order is to remain with the project until completion of work.

Student Costs for Materials:
Students shall pay the actual cost of the materials to Franklin County Technical School.

Overhead or Service Charge Fee:
The fee shall be 15% of Franklin County Technical School's cost of parts & materials supplied to the student. This fee is used to offset program costs such as “wear & tear” on equipment.

Student Supplied Parts:
No student supplied parts are allowed unless an exception is granted by the instructor and Curriculum Director.

COSMETOLOGY SHOP PROCEDURE

MGL 240 CMR BOARD OF REGISTRATION OF COSMETOLOGY, 4.01,#’S 9, 10, AND 11, allows the shop to charge for materials, products, resources and energy used to teach and supervise services rendered to clients and only on a reasonable basis.

There is no allowance for a charge for services.

All work is done by students (even when assisted by instructors).

Work is accepted only according to the school schedule.

Clients’ appointments are arranged for the advantage of the student(s). Appointments are arranged to provide variety of experiences so as to provide students a more realistic salon experience.

At the discretion of the school and the instructor school lessons of any type may take precedent over client services.

Students must follow the lunch and dismissal schedule as directed by the instructor.

All work is to provide a learning experience.

No guaranteed time limit is given, (only an estimate may be stated). Students may take longer to accomplish the tasks than licensed professionals.

The school will not be responsible for loss or damage beyond its control.

Cosmetology Work Order Procedure

- Customers review a pre-numbered, preprinted form listing the services and prices offered by the cosmetology shop. The customer selects the service(s) to be performed and signs the form.

- A cosmetology student at the front desk of the cosmetology shop receives Cash/Checks. The student logs the form # from the customer’s service sheet as well as marking down the amount paid and method of payment (cash or check) on the daily receipts form.

- To reconcile the day’s receipts, the student reconciles the daily receipts sheet to the customer sheets and to the cash collected. The day’s receipts are brought to the Business Office where
they are receipted again on a Business Office receipt form. The money and checks are incorporated into the Business Office cash drawer.

- On a weekly basis, money in the Business Office cash drawer is prepared for deposit. Treasury personnel in the Business Office bring the deposit to the bank and log the deposit into the treasurer’s cashbook.
- Periodic revenue reports will be provided to the Cosmetology department by the Business Office.
- A pre-numbered, preprinted products sheet should be created similar to the customer services form. Cash received will be handled in the same manner as above.
- An inventory system should be used for cosmetology products used in the shop. Money should be reconciled to the amount of product sold per the inventory sheet.

Customer service sheets, product sheets, daily receipt sheets and adding machine tapes will be kept for at least 3 years

**CULINARY ARTS CASH RECEIPTS PROCEDURE**

- Customers bring their printed bills to the cash register for payment. The Point of Sale System (POS) is manned by a culinary arts student & supervised by a culinary instructor.
- All voided transactions are done using a manager number. All instructors are able to void a transaction or menu item as needed.
- To reconcile the day’s receipts, a printed check report will be reconciled to cash in the register. The reconciliation will be reviewed by a culinary instructor and logged into a daily receipts cashbook. The cashbook will be subtotaled to reflect the total amount being deposited that day.
- A bank deposit slip is prepared by the culinary instructor(s) and the daily receipts are placed into a secure bank bag and locked. The culinary department and the bank hold keys to the bag. When the locked bag is delivered to the Business Office a receipt is issued to acknowledge the bag # being dropped off. The Business Office cannot count and confirm the money being dropped off, the confirmation will come to the business office as a bank receipt after the deposit is processed by the bank.
- Treasury personnel from the Business Office take deposits to the bank on a regular basis.
- Monthly revenue reports will be provided to the culinary department by the Business Office.
- An inventory system will be used for bakery products sold in the restaurant. Money from the bakery cash register will be reconciled to the amount of product sold per the inventory sheet.
- Guest checks, receipt logs and register tapes and checkout reports will be kept for at least 3 years.
SHOP SHIRTS PROCEDURE

Collecting Money and Purchasing

It is the responsibility of the shop instructor to collect funds and procure shop shirts.

Collection Procedures:

- The instructor collects money from students. For cash, the instructor must issue a receipt to the student (see Business Office for a receipt book). For checks, the instructor must make copies of the check (the cancelled check acts as a receipt for the student or parent).

- To minimize cash on hand and disruption to the learning process, the Instructor should set a date for students to order their shirts (i.e. “Students, on Monday, Sept. XX please bring your $ for shop shirts”). The instructor can then collect the money and deposit the money with the Business Office on the same day. In this way money will not be held overnight in an unsecured location. For students who cannot adhere to deadlines, a second collection date can be arranged at the option of the instructor.

- The Instructor must deposit the money collected with the Business Office (students should not be asked to carry cash to the business office). Money collected for school related activities should never be taken home; a secured location at school should always be used.

- The deposit at the business office must be accompanied by a list naming the payee and the amount. This list could simply be copies of checks collected (with the student name in the memo space) and copies of receipts issued for cash collected. The list must equal the deposited amount. The Business Office will then issue a receipt to the instructor for the total amount deposited in the business office. The Business Office receipt must be kept on file by the instructor, so that reports issued by the Business Manager at a later date can be reconciled.

Ordering Procedures:

A purchase order can be placed once all the shirt money is collected. The instructor is responsible for entering a purchase requisition for the shirts.

GREENHOUSE PROCEDURE

The following procedures are to be followed in regards to the retail operation of the greenhouse:

1. Please review and sign off on the “Greenhouse Receipts/Inventory Sheet” each day.
2. Please make sure the greenhouse and headhouse are locked and secured at the end of each school day.
3. Please store all plants in a secured area at the end of each school day. Plants should not be left outside the greenhouse during non-school hours and in plain view of patrons traversing the school grounds after hours.
4. When issuing plants to students, a receipt slip should be written up for this type of transaction. The receipt should include the name of the student receiving the plant, the # of
plants, the inventory color code and your signature on the receipt. I do not want students issuing plants to fellow students.

5. Please have an Administrator sign-off on the receipt slip for greenhouse plants that are going to be used on school grounds. The receipt slip should indicate that FCTS buildings and grounds are purchasing the plants. I will use these slips to generate an internal transfer of funds from the buildings and grounds budget to your revolving fund for the price of the plants used.

6. Before disposing of greenhouse inventory due to death, disease, etc., please have an Administrator review the inventory that is to be disposed and sign-off on the receipt slip indicating the types of plants being disposed (color code) and the dollar value of the inventory disposed.

ATHLETICS EVENTS CASH HANDLING PROCEDURE

1. The Athletic Director will secure two-part coupon tickets on rolls for utilization at games.

2. The Business Office will write and initial the starting ticket number(s) on a copy of one of the Sports Ticket Sales Sheet.

3. The Athletic Director will assign one (or more if necessary) ticket sellers and provide the seller with the roll of two-part tickets and the sheet described in #2 above.

4. The Ticket Seller will sell tickets by giving one part of the coupon in exchange for the approved price and retaining (attached to the roll) the other half of the ticket. The Athletic Director will periodically observe the ticket sales to insure procedures are being followed.

5. After ticket sales have been completed, the ticket seller will record the number of the final ticket sold on the reconciliation sheet and initial that number. With both starting and ending numbers now on the reconciliation sheet, the Ticket Taker can begin reconciling ticket sales to the cash collected.

6. The Ticket Taker will bring the reconciliation sheet and the money to the Athletic Director’s office to complete the total cash reconciliation. The money will be counted and secured in a locked area in the Athletic Director’s office until the reconciliation process is complete.

7. On the next school day, the Ticket Taker will give the Athletic Director the money from the locked location, the completed reconciliation sheet, and the ticket roll. If there are any discrepancies, they will be identified and addressed at this time.

8. The Athletic Director will make the deposit at the Business Office obtaining a receipt for the deposit. The Athletic Director will file the deposit slip with their copy of the event’s reconciliation sheet. These records will be kept for seven years.

9. The Athletic Director will provide copies of the reconciliation sheet and the deposit slip to the Principal, the Business Manager, and the Treasurer when requested.

10. The Principal will verify the ticket coupon / receipt numbers with the reconciliation sheet.

11. The Principal will file the reconciliation sheets in a notebook and place the envelope containing the ticket coupons / receipts in a file box until the end of the school year.
Franklin County Technical School

Instructions for **Logging** into the iVisions accounting software

Version 2.0
Select the iVisions Accounting icon from your applications screen.
This is the iVisions portal page. Click on the word “Login”.

Welcome

Welcome to the Business Office Web Portal

Please login to use this website for the following:

- Employee Resources tab - To update employee data.
- My Workflow tab - To enter requisitions, budgets and lookup account balances.
- Business Resources tab - To get instructions & business forms.

Log In To Access

Look on the blue banner above to see your options!!

- Business Resources - Here are helpful announcements and documents you may need from the FTCS business office!!
- Employee Resources - Find your payroll information, tax forms, contracts and much more!!
- My Workflow - Make things happen here!! Enter your purchase orders, review your budget &衔接 accounts, and enter next year’s budget requests...woohoo!!
Your user name will be the first initial of your first name and your last name with no spaces (ie rkaubris). Your password should be assigned to you by the Business Manager.
On the blue bar, select “My Workflow” to get into the iVisions accounting system.
Select the current Fiscal / School Year from the dropdown menu, e.g. select “FranklinCntyTech1617”.

<table>
<thead>
<tr>
<th>USER INFORMATION</th>
<th>1704.rkeubris</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CONNECTION GROUP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: FranklinCountyFY1617</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Entity</th>
<th>Name</th>
<th>Fiscal Year</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Franklin County Technical School</td>
<td>FranklinCntyTech1415</td>
<td>2015</td>
<td>Franklin County Technical FY1415</td>
</tr>
<tr>
<td>Franklin County Technical School</td>
<td>FranklinCntyTech1516</td>
<td>2016</td>
<td>Franklin County Technical FY1516</td>
</tr>
<tr>
<td>Franklin County Technical School</td>
<td>FranklinCountyFY1617</td>
<td>2017</td>
<td>FranklinCounty/TechnicalFY</td>
</tr>
<tr>
<td>Franklin County Technical School</td>
<td>FCTSTest1415</td>
<td>2015</td>
<td>FCTSTest/database1415</td>
</tr>
</tbody>
</table>
Franklin County Technical School

Instructions for requisition entry into the iVisions accounting software

Version 3.0 (extra screen shots added)
Click on “Purchasing and Payables”. Then Click on “Purchasing”. Finally, click on “Control Panel”.
Click on “Purchasing and Payables”. Then Click on “Purchasing”. Finally, click on “Control Panel”.
When you first enter your control panel this screen will be blank. To view your purchases entered to date check the DAC code to make sure this is the shop or department from which you purchase, then click APPLY to get a listing of all your purchase activity.
After you select “Apply”, your purchasing history will appear on-screen. This column indicates the status of your purchase request (a zero means it is not yet approved). This column indicates what stage your requisition is in (AP=with Barb in Biz Office, Orig=you haven’t submitted your request yet and a name in this column shows who is the next person that needs to “ok” the purchase.

<table>
<thead>
<tr>
<th>Req No</th>
<th>Req Date</th>
<th>Req Appr</th>
<th>Vendor Name</th>
<th>PO No</th>
<th>PO Title</th>
<th>Amount</th>
<th>Status</th>
<th>Next Approver</th>
<th>ENC</th>
<th>Responder</th>
<th>PO Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>ART'S FIRE INC.</td>
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<td>0</td>
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<td>AP</td>
<td>Automobile Technology</td>
<td>Bob Kubasik</td>
<td>13/09/2014</td>
</tr>
<tr>
<td>2</td>
<td>19/10/2014</td>
<td>No</td>
<td>Snap-On Tools</td>
<td>0</td>
<td>0</td>
<td>$1,000.00</td>
<td>Open</td>
<td>Orig</td>
<td>Automobile Technology</td>
<td>John Forsi</td>
<td>19/10/2014</td>
</tr>
<tr>
<td>3</td>
<td>17/10/2014</td>
<td>Yes</td>
<td>FRANKLIN COUNTY AUTO PARTS</td>
<td>1500127</td>
<td>0</td>
<td>$1,000.00</td>
<td>Open</td>
<td>AP</td>
<td>Automobile Technology</td>
<td>John Forsi</td>
<td>17/10/2014</td>
</tr>
<tr>
<td>4</td>
<td>17/10/2014</td>
<td>Yes</td>
<td>IAKOON PRODUCTS INC.</td>
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<td>0</td>
<td>$1,000.00</td>
<td>Open</td>
<td>AP</td>
<td>Automobile Technology</td>
<td>John Forsi</td>
<td>17/10/2014</td>
</tr>
<tr>
<td>5</td>
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<td>Yes</td>
<td>Home Depot Credit Service</td>
<td>1500130</td>
<td>0</td>
<td>$1,000.00</td>
<td>Open</td>
<td>AP</td>
<td>Automobile Technology</td>
<td>John Forsi</td>
<td>17/10/2014</td>
</tr>
<tr>
<td>6</td>
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<td>$1,000.00</td>
<td>Open</td>
<td>AP</td>
<td>Automobile Technology</td>
<td>Bob Kubasik</td>
<td>17/10/2014</td>
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<tr>
<td>7</td>
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<td>Yes</td>
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<td>1500132</td>
<td>0</td>
<td>$1,000.00</td>
<td>Open</td>
<td>AP</td>
<td>Automobile Technology</td>
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<td>17/10/2014</td>
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<td>8</td>
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<td>Yes</td>
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<td>1500133</td>
<td>0</td>
<td>$1,000.00</td>
<td>Open</td>
<td>AP</td>
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<td>17/10/2014</td>
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<td>9</td>
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<td>1500134</td>
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<td>$1,000.00</td>
<td>Open</td>
<td>AP</td>
<td>Automobile Technology</td>
<td>Bob Kubasik</td>
<td>17/10/2014</td>
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<tr>
<td>10</td>
<td>17/10/2014</td>
<td>No</td>
<td>CIVITIZEN BANK Master Card</td>
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<td>$1,000.00</td>
<td>Open</td>
<td>Orig</td>
<td>Automobile Technology</td>
<td>Bob Kubasik</td>
<td>17/10/2014</td>
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<tr>
<td>11</td>
<td>17/10/2014</td>
<td>Yes</td>
<td>Auto Part International</td>
<td>1500137</td>
<td>0</td>
<td>$2,000.00</td>
<td>Open</td>
<td>AP</td>
<td>Automobile Technology</td>
<td>Bob Kubasik</td>
<td>17/10/2014</td>
</tr>
<tr>
<td>12</td>
<td>17/10/2014</td>
<td>Yes</td>
<td>Auto Part International</td>
<td>1500138</td>
<td>0</td>
<td>$2,000.00</td>
<td>Open</td>
<td>AP</td>
<td>Automobile Technology</td>
<td>Bob Kubasik</td>
<td>17/10/2014</td>
</tr>
<tr>
<td>13</td>
<td>17/10/2014</td>
<td>Yes</td>
<td>BROOKSIDE AUTO PARTS, INC</td>
<td>1500139</td>
<td>0</td>
<td>$2,000.00</td>
<td>Open</td>
<td>AP</td>
<td>Automobile Technology</td>
<td>Bob Kubasik</td>
<td>17/10/2014</td>
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<tr>
<td>14</td>
<td>17/10/2014</td>
<td>Yes</td>
<td>Lundgren Honda</td>
<td>1500140</td>
<td>0</td>
<td>$2,000.00</td>
<td>Open</td>
<td>AP</td>
<td>Automobile Technology</td>
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<td>17/10/2014</td>
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<td>15</td>
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<td>Bond Auto Parts</td>
<td>1500141</td>
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<td>$2,000.00</td>
<td>Open</td>
<td>AP</td>
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<td>17/10/2014</td>
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<tr>
<td>16</td>
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<td>Yes</td>
<td>ROWEEK Radiator INC</td>
<td>1500142</td>
<td>0</td>
<td>$2,000.00</td>
<td>Open</td>
<td>AP</td>
<td>Automobile Technology</td>
<td>Bob Kubasik</td>
<td>17/10/2014</td>
</tr>
<tr>
<td>17</td>
<td>17/10/2014</td>
<td>Yes</td>
<td>TOYOTA OF GREENFIELD</td>
<td>1500143</td>
<td>0</td>
<td>$2,000.00</td>
<td>Open</td>
<td>AP</td>
<td>Automobile Technology</td>
<td>Bob Kubasik</td>
<td>17/10/2014</td>
</tr>
<tr>
<td>18</td>
<td>17/10/2014</td>
<td>Yes</td>
<td>Ford of Greenwood</td>
<td>1500144</td>
<td>0</td>
<td>$2,000.00</td>
<td>Open</td>
<td>AP</td>
<td>Automobile Technology</td>
<td>Bob Kubasik</td>
<td>17/10/2014</td>
</tr>
<tr>
<td>19</td>
<td>17/10/2014</td>
<td>Yes</td>
<td>Town Fair Tire Centers</td>
<td>1500145</td>
<td>0</td>
<td>$2,000.00</td>
<td>Open</td>
<td>AP</td>
<td>Automobile Technology</td>
<td>Bob Kubasik</td>
<td>17/10/2014</td>
</tr>
<tr>
<td>20</td>
<td>17/10/2014</td>
<td>Yes</td>
<td>LODGE TIME</td>
<td>1500146</td>
<td>0</td>
<td>$2,000.00</td>
<td>Open</td>
<td>AP</td>
<td>Automobile Technology</td>
<td>Bob Kubasik</td>
<td>17/10/2014</td>
</tr>
<tr>
<td>21</td>
<td>17/10/2014</td>
<td>Yes</td>
<td>GILL CO. CHEMICALS, INC</td>
<td>1500147</td>
<td>0</td>
<td>$2,000.00</td>
<td>Open</td>
<td>AP</td>
<td>Automobile Technology</td>
<td>Bob Kubasik</td>
<td>17/10/2014</td>
</tr>
<tr>
<td>22</td>
<td>17/10/2014</td>
<td>Yes</td>
<td>NEW ENGLAND TRANSIT</td>
<td>1500148</td>
<td>0</td>
<td>$2,000.00</td>
<td>Open</td>
<td>AP</td>
<td>Automobile Technology</td>
<td>Bob Kubasik</td>
<td>17/10/2014</td>
</tr>
</tbody>
</table>
ENTERING A NEW PURCHASE REQUEST:
Click on the plus sign to get to the add requisition screen (see next pages for entering your req. detail)
Type the first letter or two of your vendor then select the vendor from the dropdown list.

From the Requester dropdown list select your name.

From the Account dropdown list select the budget or revolving fund line you to which you will charge your purchase.
After you choose your budget account, then start filling in your order.

This will default to the description of your budget account. PLEASE type over with the description of your purchase. This helps the vendor know what you are ordering.

This will automatically calculate an estimate of freight charges.

Don't forget to SUBMIT when you are finished your order!!

Click OK to move onto your next order.
Any time you select the “Apply” icon, you will get a list of your requisitions on the home screen of your control panel.

So far two req.s have been entered by Amber. She can double click on either requisition line to get further detail of what was entered for that purchase.

This column will let Amber know the status of her req. “Orig” means the req. is still with the originator (in this case, Amber) and has not been submitted for approval. Or this column will identify the person that is the next approver who needs to take action on this requisition to move it along to become a purchase order (in this case the 2nd req. is waiting for John Carey for approval).
Franklin County Technical School

Instructions for Budget Account Look-up in the iVisions accounting software

Version 3.0
After you have selected “My Workflow”, click on “General Ledger”, then click on “Transaction Inquiry”, then click on “Account Detail”.
After you have selected “Account Detail”, click on “Apply”, to get a list of the accounts in your DAC(your budget cost center). This screen will show you the accounts available to your shop/dept. and give you balance information.

Encumbrance = signed Purchase Orders.

Pre Encumbrance = your requests that are pending approval.
For ADVANCED USERS: If you want to look at the orders and transactions that have been charged to your budget line items, double click on the budget line to see more detail (in this case, I double clicked on Supplies-Music).

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Account Type</th>
<th>Active</th>
<th>Budget Control Group</th>
<th>Budget</th>
<th>YTD Transactions</th>
<th>Balance</th>
<th>Encumbrance</th>
<th>Budget Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>011.2415.515.400.8004</td>
<td>Repair Services - Music</td>
<td>EXPENDITURE</td>
<td>⬜️</td>
<td></td>
<td>$11,700.00</td>
<td>$0.00</td>
<td>$11,700.00</td>
<td>$0.00</td>
<td>$11,700.00</td>
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<tr>
<td>011.2415.515.501.8005</td>
<td>Supplies-Music</td>
<td>EXPENDITURE</td>
<td>⬜️</td>
<td></td>
<td>$2,144.32</td>
<td>($2,144.32)</td>
<td>$535.10</td>
<td>($2,679.23)</td>
<td></td>
</tr>
<tr>
<td>011.2420.515.601.8006</td>
<td>Equipment-Music</td>
<td>EXPENDITURE</td>
<td>⬜️</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

I want to see what was spent.

Or I want to see what is still on order (an open purchase order).
After double clicking on the Supplies-Music line, I can see what has been spent by scrolling through the “Transaction Journal” tab. Don’t forget you can scroll side-to-side or up/down to see more data.
If I click on the “Purchase Encumbrance” tab, I can see what has been ordered for supplies. I can see orders processed (encumbrance) and orders waiting for administrative approval (Pre encumbrance).

<table>
<thead>
<tr>
<th>Account Code:</th>
<th>Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>001.2415.515.501.5005</td>
<td>Supplies-Music</td>
</tr>
</tbody>
</table>

| Type: | 
| EXPENDITURE |

**Year To Date Totals**

<table>
<thead>
<tr>
<th>Budget:</th>
<th>Encumbrance:</th>
<th>Pre Encumbrance:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00</td>
<td>$535.10</td>
<td>$2,110.65</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Opening Balance:</th>
<th>Budget Balance:</th>
<th>Pending Invoices:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00</td>
<td>($2,679.22)</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VTD Transactions:</th>
<th>Uncommitted Budget Balance:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,144.12</td>
<td>($4,789.87)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unexpended Balance:</th>
</tr>
</thead>
<tbody>
<tr>
<td>($2,144.12)</td>
</tr>
</tbody>
</table>

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**Transaction Journal**

<table>
<thead>
<tr>
<th>Entry</th>
<th>Date</th>
<th>Account</th>
<th>Line Memo</th>
<th>Amount</th>
<th>Encumbrance Type</th>
<th>Req. Number</th>
<th>PO Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>06/23/15</td>
<td>001.2415.515.501.5005</td>
<td>epiphone les paul acoustic electric concert uke</td>
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<td>2012</td>
<td>160067</td>
</tr>
<tr>
<td>2</td>
<td>06/23/15</td>
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<td>stagg cowbell</td>
<td>$8.99</td>
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<td>2012</td>
<td>160067</td>
</tr>
<tr>
<td>3</td>
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<tr>
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Total: $2,645.75

Page size: 50

Mode: View (1 of 1)
Franklin County Technical School

Instructions for **Budget Entry** into the iVisions accounting software

Version 1.0
Once logged in you will come to the accounting system. TO ENTER YOUR BUDGET, click on General Ledger then click on “Budgeting”, then click on “Custom Budget Input”. Finally, select “Budget Input...”
Next, select “Department Request” from the Budget Input drop down box. Then click “Apply”. Your budget accounts should appear on the bottom half of the screen.
Next, double click on a budget line to start building next year’s budget. A pop-up screen will appear asking you for budget detail such as estimated amount & description of your need (ignore position & FTE). Click the save icon as you complete each line of description.
BUDGET NOTES: If you need to add some context to your request, click once on the line of detail to highlight, then under the menu for “Actions” select the “Notes” option. Fill in the pop-up screen with your narrative describing your budgetary need.