



Finance
Committee
Meeting –
7/9/18

District Finance Committee Members

- **District Administration**

- Todd Mustain, Treasurer
- Chad Eisler, Superintendent
- Bob Butz, Board Member
- Cory Coburn, Board Member

- **Community**

- Courtney Bricker, Mt. Sterling Fiscal Clerk



Agenda

Schedule: 4:00-5:00p

- 1. Budget Development and Purchasing Policy & Process**
 - Todd Mustain, MPLSD

- 2. 2018-19 Appropriations Review**
 - Todd Mustain, MPLSD

- 3. Finance Committee Webpage Proposal**
 - Todd Mustain, MPLSD

- 4. Setting Next Meeting Date(s)**
 - 2nd Monday of Every Month at 4pm

- 5. Recruiting Additional Member(s)**



Agenda Item Details Meeting

Jan 10, 2018 - Madison-Plains Board of Education Organizational Meeting
Establishment of a Financial Advisory Committee to the Board

That upon recommendation of the Superintendent, the Board approve the creation of a Financial Advisory Committee to the Board.

The Financial Committee will be charged with the following responsibilities:

- 1: the committee will work collaboratively to develop financial guidelines which will determine when the district needs to seek additional funding.
- 2: the committee will evaluate the Five Year forecast and its assumptions,
3. the committee will evaluate and recommend modifications to the 10 Year Financial plan,
4. The committee will review the annual financial audit report,
5. the committee will report out to the Board of Education as prescribed in the 10 Year Financial Plan.

The Financial Committee will meet until the responsibilities listed above have been met.

Committee assignments will expire at the next Board Organizational meeting.

The Superintendent, in conjunction with the Treasurer/CFO, will make all appointments to the committee with approval of the Board.

File: BBA

SCHOOL BOARD POWERS AND DUTIES

Under the laws of the state of Ohio, the Board acts as the governing body of the public schools. Within the extent of its legal powers, the Board has responsibilities for operating the District in accordance with the desires of local citizens who elect its members.

The Board's major responsibilities are to:

1. select and employ a Superintendent;
2. select and employ a Treasurer;
- 3. determine and approve the annual budget and appropriations;**
- 4. provide needed facilities;**
- 5. provide for the funds necessary to finance the operation of the District;**
6. consider and approve or reject the recommendations of the Superintendent in all matters of policy, appointment or dismissal of employees, salary schedules, courses of study, selection of textbooks and other matters pertaining to the operation of the District;
7. require reports of the Superintendent concerning the conditions, efficiency and needs of the District;
8. evaluate the effectiveness with which the District is achieving the educational purposes of the Board;
9. inform the public about the progress and needs of the District and to solicit and weigh public opinion as it affects the District and
10. adopt policies for its governance and the governance of its employees and the students of the District.

Policy

File: DA

FISCAL MANAGEMENT GOALS

The Board seeks to achieve the following goals:

1. to engage in thorough advance planning, with staff and community involvement, in developing budgets and guiding expenditures to achieve the greatest educational returns for the dollars expended;
2. to establish levels of funding which provide high quality education for the District's students;
3. to use the best available techniques for budget development and management;
4. to provide timely and appropriate information to all staff with fiscal management responsibilities and
5. to establish effective procedures for accounting, reporting, business, purchasing and delivery, payroll, payment of vendors and contractors and all other areas of fiscal management.

Policy

File: DB/DBK

**ANNUAL BUDGET AND APPROPRIATIONS MEASURE/BUDGET
MODIFICATION AUTHORITY**

Appropriations

As permitted by law, at the start of the fiscal year, the Board may pass a temporary appropriations measure to provide for meeting the ordinary expenses of the District until such time as the Board approves the annual appropriations resolution for the year, which is not later than October 1. If by October 1 the county budget commission has not certified all amended certificates of estimated resources to the Board of Education (or submitted a certification that no amended certificates are necessary), the Board can delay action on the annual appropriation measure until such time as the certificates are received.

The Treasurer files both the temporary and final appropriations measures at the proper times with the office of the County Auditor.

The Superintendent/designee notifies each school administrator and/or department head of the allocations approved for expenditure.

Policy

File: DB/DBK

**ANNUAL BUDGET AND APPROPRIATIONS MEASURE/BUDGET
MODIFICATION AUTHORITY**

Budget Modification

Appropriations approved by the Board at the fund level may receive a line item increase as long as there is a corresponding decrease. Any increase in the amount of the appropriation measure or transfers of funds permitted by law from major fund to major fund require Board approval and may require approval from the Court of Common Pleas.

Policy

File: DJ

PURCHASING

The acquisition of supplies, equipment and services is centralized in the business office, which functions under the supervision of the purchasing agent through whose office all purchasing transactions are conducted.

The Board assigns the purchasing agent the responsibility for the quality and quantity of purchases made. The Treasurer is charged with the responsibility to ensure that all purchases do not exceed appropriations and that they are consistent with the approved educational goals and programs of the District.

Policy

File: DJA

PURCHASING AUTHORITY

The Board's authority for the purchase of materials, equipment, supplies and services is extended to the District administration through the detailed listing of such items compiled as part of the budget-making process and approved by the Board through its adoption of the annual appropriations resolution.

The purchase of items and services on such lists require no further Board approval except in those instances where by law or Board policy the purchases or services must be put to bid. The purchasing agent of the Board has authority to purchase supplies and equipment under the regulations of the Board. Equipment purchases will be kept within the confines of the Board approved budget and/or appropriations measures. Purchase of equipment in excess of \$10,000 and which has not been previously appropriated for and which, in the Superintendent's judgment, constitutes a matter of urgency may proceed as the need arises but must be reported to the Board at the next scheduled meeting. Any equipment purchase over \$5,000 will be communicated to the Board President immediately.

In an effort to bring about the smooth and efficient operation of the school system, the Board of Education will pass, as its annual organization meeting, specific authorizations for the procurement of supplies, equipment and services for the budget year and for the disposal of obsolete equipment and materials.

Agenda Item Details Meeting

Jan 10, 2018 - Madison-Plains Board of Education Organizational Meeting
Annual Approvals

1. Treasurer may request advances on local taxes as needed.
2. Treasurer may invest inactive funds.
3. **Treasurer may pay all bills, as funds are available.**
4. **Treasurer may modify/amend appropriations as needed at a level specified by the Ohio Revised Code (ORC).**
5. Treasurer and Superintendent may attend meetings throughout the year as may be beneficial and necessary in the performance of their duties.
6. To authorize the Superintendent, Treasurer and/or Maintenance Supervisor to hold silent auctions and public auctions, whenever deemed necessary, to dispose of items no longer used or needed by the district.
7. The Board designate Todd Mustain, Treasurer, to attend Public Records Law Training as required by HB9, on behalf of the Board of Education of the Madison-Plains Local School District.

Agenda Item Details Meeting

Jan 10, 2018 - Madison-Plains Board of Education Organizational Meeting
Annual Approvals

1. **Superintendent be appointed purchasing agent for the district.**
2. Superintendent be authorized to enter into Internet Access Services.
3. Superintendent be authorized to enter into contract with ESC, subject to board approval at the next regular scheduled meeting.
4. To authorize the Superintendent, during periods when this Board is not in session, to make offers of employment directly to candidates for either teaching or non-teaching positions on behalf of this Board, and to acknowledge acceptance of such offers on behalf of this Board, subject to subsequent vote of ratification by this Board; provided, however, that upon ratification by this Board, the employment shall be deemed effective as of the date and time of the employee's acceptance of the Superintendent's offer. Nothing in this resolution shall require the Board of Education to employ or continue to employ an individual who has not provided a criminal records check satisfactory to the Board or who has not satisfied any other prerequisite to employment created by law or Board policy. The authorization provided by this resolution shall remain in effect until withdrawn by formal action of this Board.
5. To authorize the Superintendent, on behalf of this Board, to accept resignations that have been submitted by employees during times when this Board is not in session, subject to ratification by this Board; provided however, that upon ratification by this Board, such resignations shall be deemed effective as of the date and time of the Superintendent's acceptance. The authorization provided by this resolution shall remain in effect until withdrawn by formal action of this Board.
6. To authorize the Superintendent to apply for available state and federal funds/grants.
7. To authorize the Superintendent, Treasurer and/or Maintenance Supervisor to hold silent auctions and public auctions, whenever deemed necessary, to dispose of items no longer used or needed by the district.

Process

Budget Development

1. BUDWRK spreadsheet created and issued to staff for completion
2. Completed spreadsheet returned for Superintendent/Treasurer review
 1. Combined with other dept./bldg. budgets in order to create a total district appropriation file.
 2. Compared to beginning balances plus budgeted revenues to ensure expenditures do not exceed estimated resources
 3. Compared to board budget guidance, spending plan and five year forecast.
3. Appropriations loaded into USAS and temporary/permanent appropriations created for board approval
4. Appropriations approved by board and filed with County Auditor
5. Final budgets distributed to dept./bldg. supervisors.
6. Requisitions entered for the coming year.

Process

Budget Development

Madison-Plains Local School District Fiscal Year Budget Development Process



Process

Purchasing

- Requisition entered in USASWeb at the building/department level
- Requisition automatically imported into RAM
- Attachments uploaded and attached to requisitions in RAM (if needed)
- Supervisors automatically notified via email of requisitions in RAM requiring approval.
- Requisitions reviewed and approved, denied or comments added in RAM
 1. Approved by Supervisor(s)
 2. Approved by Treasurer
 3. Approved by Superintendent
- Accounts payable staff automatically notified via email of requisitions in RAM requiring conversion to Purchase Orders (PO's).
- PO's printed/scanned and sent to employees indicating approval to purchase.
- Items/Invoices received and "OK'd" to pay by person ordering/receiving items.
- Check issued to vendor against approved PO on file.
- Voucher packet with copy of check, invoice and PO filed and maintained per records retention schedule.

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Setting of Next Meeting Date(s)

