
SECTION D: Fiscal Management

DA	Management of Funds
DAB	Equity Policy
DB	Annual Budget
DG	Custody and Disbursement of School Funds
DGC	School Activity Funds
DGD	Funds for Instructional Materials and Office Supplies
DI	Financial Accounting and Reporting
DIA	Reporting Per Pupil Costs
DJ	Small Purchasing
DJ-R	Purchasing Regulation
DJA	Purchasing Authority
DJB	Petty Cash Funds
DJF	Purchasing Procedures
DJG	Vendor Relations
DK	Payment Procedures
DL	Payroll Procedures
DLB	Salary Deductions
DLC	Expense Reimbursements
DLC-R	Employee Travel, Meals, and Lodging Reimbursement
DM	Cash in School Buildings
DN	Disposal of Surplus Items
DO	Non-Locally Funded Programs

MANAGEMENT OF FUNDS

The School Board manages and controls the funds made available to it for the public schools and incurs costs and expenses.

The superintendent or superintendent's designee is responsible for administering the division budget in accordance with Board policies and applicable state and federal regulations and laws. The superintendent or superintendent's designee uses appropriate fiscal planning and management methods, modeled after the best accepted business practices and directed toward the educational goals of the division.

If the appropriating body appropriates funds to the School Board by total amount (also referred to as lump sums), funds may be transferred by the School Board from one major classification to another. If funds are appropriated to the School Board by major classifications, no funds are expended by the School Board except in accordance with such classifications without the consent of the appropriating body.

The superintendent is authorized to make line item transfers within a major classification.

Adopted: 4/23

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-89, 22.1-94, 22.1-115.

Cross Refs.:	DB	Annual Budget
	DG	Custody and Disbursement of School Funds
	DI	Financial Accounting and Reporting
	DJ	Small Purchasing
	DJA	Purchasing Authority
	DJF	Purchasing Procedures
	DK	Payment Procedures
	DL	Payroll Procedures

EQUITY POLICY

A. Purpose

The King and Queen County School Board has adopted this policy to ensure equitable and fair educational opportunities for all students by allocating resources fairly and equitably, providing diverse learning opportunities, and demonstrating the commitment of equity and fairness across the school division. The King and Queen County School Board recognizes that to achieve its goal of becoming a model rural division, it must improve achievement for all of its students, regardless of sex, gender, gender identity, race, color, national origin, disability and/or gifted ability, religion, ancestry, political affiliation, age, marital status, genetic information, sexual orientation or any other characteristic protected by law. The King and Queen County School Board is committed to creating, building and sustaining a racially, ethnically, culturally and economically sensitive environment that provides equitable access to a high standard of educational success for all students. The King and Queen County School Board recognizes that equity does not mean equal, but rather the establishment of high standards for all students while providing the opportunities, support, settings and resources so that all students receive a high-quality education in order to achieve the high standards established by the King and Queen County School Board.

B. Factors to be Considered

The King and Queen County School Board recognizes that a number of critical factors must be considered to ensure that all students achieve at high levels. Some of these factors include, but are not limited to: (1) the quality and stability of the teachers in a school; (2) the quality and stability of leadership in a school; (3) the allocation of resources, both fiscal, operational and structural necessary to support high levels of student achievement; (4) the goal of high expectations for all students; and (5) the provision of school and classroom settings with students from diverse backgrounds. In recognizing these critical factors, the King and Queen County School Board reaffirms its commitment to the goal of educational excellence and equitable opportunities for all its students.

C. Goals

The King and Queen County School Board has established the following goals for schools as guidance to promote the equitable distribution of division resources and opportunities:

1. Student enrollment should not exceed school capacity.
2. All schools that exceed physical capacity (or geography) to meet the minimum enrollments will be evaluated for expansion.
3. All teachers at each school will be properly licensed and endorsed.
4. A comparable and healthy distribution of teacher experience will be maintained in each school. This distribution will be reported annually to the King and Queen County School Board.
5. The school division meets the Standards of Quality. The King and Queen County School Board strives to provide, and values, additional personnel as resources

allow. The School Board's goals are as follows: (1) Each elementary school/middle school (PK-7) will have a School Counselor, Nurse, School Secretary/Bookkeeper, Art Teacher, Music Teacher, Media Specialist/Librarian and PE Teacher.

(2) Each high school will have an Assistant Principal, Guidance Counselor, Media Specialist/Librarian, Nurse, School Secretary/Bookkeeper and Department Chairmen in English, mathematics, science, social studies, fine arts, CTE, and special education.

6. The target teacher to principal ratio is no more than 25 to 1. The Assistant Principal(s) will be considered in computing this ratio.
7. Each school will strive to have successful parent and community involvement.
8. Each elementary school will continue to maintain: cafeteria, gymnasium. Each middle and high school will continue to maintain: cafeteria, gymnasium and auditorium.
9. Each elementary school will continue to maintain a fine arts (art, music) room. In addition to classroom space for core subjects, each middle and high school will continue to maintain space for fine arts and career and technical education offerings. Each high school will continue to maintain its own athletic stadium, track, and athletic fields.
10. The school division strives to reduce the number of student disciplinary actions involving suspensions and expulsions.

D. Measurements

On at least an annual basis, King and Queen County Public Schools shall measure critical factors in student achievement and discipline. The measurements are designed to assess the impact of current strategies and to assist with the development of budget and capital improvement plans. The measurements shall include, but not necessarily be limited to, the following:

1. The availability of educational opportunities.
2. Student achievement.
3. Student discipline data disaggregated by gender, race, ethnicity, economically disadvantaged, ELL (English Language Learners) and special education.
4. The availability of instructional materials and supplies.
5. The availability of media equipment and resources.
6. The availability of technology.
7. The status of facilities.
8. The number of properly licensed and endorsed faculty.
9. The diversity of administrative, academic and other staff at all levels and all facilities.
10. The teacher/student ratios.
11. The teacher turnover at each school.
12. The distribution of experienced teachers.
13. The amount of Title 1 funds allocated to each school.
14. The enrollment and achievement data - disaggregated by race, ethnicity, socio-economic status, ELL, special education (504) and gifted learners.

15. The extent of family and community involvement.
- 16.16. Diversity in honors and gifted programs, including the Chesapeake Bay Governor's School, Maggie Walker Governor's School, Bridging Communities Regional Technical Center, and Cosmetology.

E. School Funding

The King and Queen County School Board commits to aggressively seek the funding necessary to guarantee equity in the allocation of resources to every school throughout the school division and to support the Superintendent's implementation of a framework to attain full accreditation for all schools and status for each school under Every Student Succeeds Act of 2015 (ESSA).

The King and Queen County School Board will continue to seek the cooperation and support of the King and Queen County Board of Supervisors, Commonwealth of Virginia, and the Federal Government of the United States of America to obtain the funds necessary to provide for the achievement of all students who attend King and Queen County Public Schools. The King and Queen County School Board supports the aggressive pursuit of grant funding in order to achieve its educational goals.

F. Annual Equity Report

The Superintendent shall report once a year at the regular King and Queen County School Board meeting in December on the school division's status of allocating the division's resources in an equitable manner among the division's schools. This annual report should at least include the following:

1. The number of properly licensed and endorsed teachers at each school.
2. The experience of the teachers and instructional staff at each school.
3. The amount of teacher turnover at each school.
4. The annual funding allocated to each school outside of Title 1 funds.
5. The amount of Title 1 funding allocated to each school.
6. The enrollment of the school, disaggregated by race, ethnicity, socio-economic status, English Language Learners, special education, students with 504 plans, gifted learners and advanced courses.
7. Student achievement data at each school, disaggregated by race, ethnicity, socio-economic status, English Language Learners, special education, students with 504 plans, gifted learners and advanced courses.

Based upon report, the Superintendent shall develop an annual Equity Plan or plan update. Annually, the King and Queen County School Board in conjunction with the beginning of the budget process will review the Superintendent's report and Equity Plan to ensure that all students are being provided equitable access to excellent educational to ensure that all students are being provided equitable access to excellent educational opportunities.

G. Equity Community Advisory Committee

1. The King and Queen County School Board establishes an Equity Advisory Committee to work with the Superintendent to assist in the development of the division's improvement plan and to advise the Superintendent on equity issues within the school division. The Equity Community Advisory Committee shall also assist the Superintendent in developing strategies for ensuring that equitable educational opportunities are being provided to all of the students who attend King and Queen County Public Schools.
2. The Equity Community Advisory Committee is an advisory committee of the King and Queen County School Board and shall include the Superintendent as well as at least seven (7) other members appointed by the King and Queen County School Board.
3. The seven (7) members of the Equity Community Advisory Committee shall include, but not limited to, one (1) member of the school administration, one (1) member from the parent teacher organization from each school to total three (3) members, and two (2) members who are citizens of the County of King and Queen. The Superintendent shall serve as an ex-officio member of the Equity Community Advisory Committee.
4. Community Advisory Meetings

The Community Advisory Committee shall meet as needed, but not less than two (2) times annually. The Superintendent in accordance with state and local statutes shall set the time and place of committee meetings. The King and Queen County School Board Clerk shall maintain meeting agendas in the School Board Office records.

Adopted: 3/20

Cross Refs: BCE School Board Committees
 BCF Advisory Committees to School Board
 DA Management of Fund

ANNUAL BUDGET

The annual school budget is the financial outline of the division's education program. It presents a proposed plan of expenditures and the expected means of financing those expenditures. After adoption, it provides the primary means of managing expenditures.

The fiscal year begins on the first day of July and ends on the thirtieth day of the following June.

The superintendent prepares, with the approval of the School Board, and submits to the appropriating body, an estimate of the amount of money needed during the next fiscal year for the support of the public schools of the school division. The estimate sets up the amount of money needed for each major classification prescribed by the Board of Education and such other headings or items as may be necessary.

The superintendent or superintendent's designee prepares a budget calendar identifying all deadlines for the annual budgetary process. The calendar includes at least one work session for reviewing the budget and at least one public hearing on the budget. Notice of the time and place for the public hearing is published at least seven days in advance, in a newspaper having general circulation within the school division.

Upon approval of the school division's budget by the appropriating body, the school division publishes the approved budget in line item form, including the estimated required local match, on its website and the document is also made available in hard copy as needed to citizens for inspection.

Adopted: 6/23

Legal Refs.: Code of Virginia, 1950, as amended, §§ 15.2-2500, 22.1-91, 22.1-92, 22.1-93.

CUSTODY AND DISBURSEMENT OF SCHOOL FUNDS

All School Board funds except

- money generated by school activities, and classified "school activity fund accounts",
- petty cash funds and
- accounts established for the purchase of instructional materials and office supplies

are deposited with the KING AND QUEEN treasurer, who is in charge of the receipts, custody and disbursement of School Board funds and who keeps such funds in an account or accounts separate and distinct from all other funds. Checks must be drawn on the School Board account by the KING AND QUEEN treasurer, KING AND QUEEN, Virginia.

Disbursement of School Board funds is approved as provided in Policy DK Payment Procedures.

Adopted: 5/15

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-116, 22.1-122.1 and 22.1-123.

8 VAC 20-240-10.

Cross Refs:	DGC	School Activity Funds
	DGD	Funds for Instructional Materials and Office Supplies
	DJB	Petty Cash Funds
	DK	Payment Procedures

SCHOOL ACTIVITY FUNDS

All funds derived from extracurricular school activities, including, but not limited to, entertainment, athletic contests, cafeterias, facilities fees, club dues, vending machine proceeds that are not deposited in the school nutrition program account, and from any and all activities of the school involving personnel, students or property are considered school activity funds.

Each school keeps an accurate record of all receipts and disbursements of school activity funds so that a clear and concise statement of the condition of each fund may be determined at all times. It is the duty of each principal to see that such records are maintained in accordance with regulations of the Virginia Board of Education and the rules of the King and Queen County School Board. The principal or principal's designee performs the duties of school finance officer. The school finance officer is bonded, and the School Board prescribes rules governing such bonds for employees who are responsible for school activity funds.

School activity funds are audited at least once a year by a qualified accountant or accounting firm approved by the School Board. A copy of the audit report is filed in the superintendent's office. Monthly reports of such funds are prepared and filed in the principal's office and annual reports are filed in the office of the principal or division superintendent. The cost of such audits are a proper charge against the school activity funds.

Adopted: 4/23

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-16.

8 VAC 20-240-10.

8 VAC 20-240-20.

8 VAC 20-240-40.

Cross Refs.:	DG Custody and Disbursement of School Funds DM Cash in School Buildings JL Fund Raising and Solicitation
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FUNDS FOR INSTRUCTIONAL MATERIALS AND OFFICE SUPPLIES

The School Board may, by resolution and subject to the approval of the appropriating body, establish accounts in each of its departments and schools committed solely for the purchase of instructional materials and office supplies. The School Board may authorize the transfer of a percentage of the funds budgeted for a school or division department, not to exceed thirty-five percent of the allocation, into the account.

The account shall be managed by the principal of the school or head of the division department who shall file a monthly accounting of the funds with the superintendent. No additional funds shall be transferred into any such account unless the monthly accounting has been filed. The funds in the account may be disbursed for payment of obligations by issuing a negotiable check signed by the principal or head of the division department, and a second person designated by the School Board. At the close of the fiscal year, all funds remaining in the accounts shall be returned to the School Board simultaneously with a full accounting of the disbursements. All such accounts shall be subject to an annual audit as prescribed by Va. Code § 15.2-2511 and to relevant provisions of the Virginia Public Procurement Act.

Adopted: 5/15

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-122.1.

Cross Refs.:	DG	Custody and Disbursement of School Funds
	DJA	Purchasing Authority
	DJB	Petty Cash Funds
	DJF	Purchasing Procedures
	DJG	Vendor Relations
	DK	Payment Procedures

FINANCIAL ACCOUNTING AND REPORTING

The superintendent or superintendent's designee is responsible for implementing a modern system of accounting for all school funds as established by the Board of Education and the Auditor of Public Accounts.

The KING AND QUEEN School Board receives monthly statements of the funds available for school purposes.

At least once each year the School Board submits a report of all its expenditures to the appropriating body. Such report is also made available to the public either on the school division website or in hard copy at the central school division office on a template prescribed by the Board of Education.

Adopted: 5/20

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-90, 22.1-115.

Cross Refs.:	CBA	Qualifications and Duties for the Superintendent
	DA	Management of Funds
	DB	Annual Budget
	DG	Custody and Disbursement of School Funds
	DGC	School Activity Funds
	DGD	Funds for Instructional Materials and Office Supplies
	DJB	Petty Cash Funds
	EF	Food Service Management

REPORTING PER PUPIL COSTS

Upon preparing the estimate of the amount of money deemed to be needed during the next fiscal year for the support of the schools, the superintendent also prepares and distributes, within a reasonable time as prescribed by the Board of Education, notification of the estimated average per pupil cost for public education in the school division for the coming school year in accordance with the budget estimates provided to the appropriating body. The notification includes actual per pupil state and local education expenditures for the previous school year. The notice may also include federal funds expended for public education in the school division.

The notice is made available in a form provided by the Department of Education and published on the school division's website or in hard copy upon request.

Adopted: 8/15, Updated: 3/21

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-92.

Cross Ref.: DB Annual Budget

SMALL PURCHASING

Pursuant to written procedures not requiring competitive sealed bids or competitive negotiation, the School Board may enter into single or term contracts for goods and services other than professional services and non-transportation related construction if the aggregate or the sum of all phases is not expected to exceed \$200,000 and transportation-related construction if the aggregate or sum of all phases is not expected to exceed \$25,000. However, such small purchase procedures shall provide for competition wherever practicable. Such small purchase procedures may allow for single or term contracts for professional services without requiring competitive negotiation, provided the aggregate or the sum of all phases is not expected to exceed \$ 80,000. Where small purchase procedures are adopted for construction, the procedures shall not waive compliance with the Uniform State Building Code.

Adopted: 8/16, Updated: 6/20

Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-4303, 22.1-68, 22.1-78.

Cross Ref.: DJF Purchasing Procedures

PURCHASING REGULATION

The School Board, through the Central Services Office under the direction of the Director of Finance, will obtain high quality goods and services at reasonable cost and to ensure that all procurement procedures will be conducted in a fair and impartial manner per the Virginia Code, Virginia Public Procurement Act. Purchases made in accordance with this regulation and the methods outlined below will be made within prescribed budget authority as set forth by the School Board. Professional Services shall be defined pursuant to the Virginia Public Procurement Act.

In meeting these objectives, the following purchasing methods are set forth:

1. Competitive sealed bids or competitive negotiations will be required for contracts exceeding \$50,000 for the purchase or lease of goods, or for the purchase of services (other than professional services), insurance, or construction.

Competitive sealed bids or competitive negotiations will be required for contracts exceeding \$50,000 for the purchase of professional services.

2. Professional services including but not limited to accounting, architecture, landscape architecture, professional engineering, or legal, may, but are not required to be procured by competitive sealed bid or competitive negotiation if the cost of the service is not expected to exceed \$50,000. The Central Service Office shall attempt to get at least three written price quotations before entering into a contract for purchases of professional services not expected to exceed \$50,000, unless the Superintendent instructs otherwise.
3. Competitive sealed proposals will be encouraged for all procurements when competitive sealed bidding is not practicable.
4. All procurements, other than professional services, not exceeding \$50,000 may be made in accordance with the following guidelines providing the requirements are not artificially divided so as to constitute several small purchases. Quotes for purchases from \$5,000 to \$50,000 should be solicited through the informal bid process from at least three vendors. Transactions estimated to be between 5,000 and \$10,000 will require three verbal quotes; transactions estimated to be between \$10,000 and \$25,000 will require three written quotes obtained from vendors; transactions estimated to be between \$25,000 and \$50,000 will be submitted to the Central Services Office which will obtain required pricing.
5. Sole source procurement will be permitted when only one source, practicably

available, has been identified. All sole source procurement requests must be submitted to the Central Services Office for approval by the Superintendent prior to the transaction taking place.

6. In any procurement, the contract shall be awarded to the person or firm, which in the opinion of the Superintendent of Public Schools or the School Board, as the case may be, makes the best offer, with cost being a consideration but not the only consideration. The feasibility of the proposal, qualifications, professionalism, references of the vendor and past experience with the vendor will, among other things be consideration in the award process.
7. All protests of procurement decisions shall be made by the Superintendent of King & Queen Public Schools.
8. The School Board has sole authority to approve any and all competitive bid awards in excess of \$50,000. The Superintendent of Public Schools shall have the authority to enter into contracts not expected to exceed \$50,000 without the approval of the School Board.
9. The Superintendent and Director of Finance act as the KQPS Agents and are authorized to execute all contracts for goods and services for the School Board.
10. Cooperative procurement with other public bodies for the purpose of increasing efficiency or reducing administrative expenses will be encouraged.
11. The School Board will receive monthly reports on the purchase of items over \$25,000.

School Nutrition Purchases:

In addition to the guidelines above, School Nutrition shall include the Buy American Provision in the National School Lunch Program as defined in 7 CFR 210.21.

1. King and Queen County Public Schools participate in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A 'domestic commodity or product' is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7CFR 210.21(d).
2. There are limited exceptions to the Buy American provision which allow for the purchase of foods not meeting the "domestic" standard in circumstances when use of domestic foods is truly not practicable. These exceptions are:
 - a. The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or

- b. Competitive bids reveal the cost of as U.S. product are significantly higher than the non-domestic product.
- 3. Exceptions to the Buy American provision is limited. However, an alternative or exception may be approved upon request. To be considered for an alternative or exception, the request must be submitted in writing to the Director of Budget and Finance, a minimum of 10 days in advance of delivery. The request must include the following:
 - a. Alternative substitute(s) that are domestic and meet the required specifications”
 - i. Price of the domestic food alternative substitute(s); and
 - ii. Availability of the domestic alternative substitute(s) in relation to the quantity ordered
 - b. Reason for the exception: Limited/lack of availability or price (include price)
 - i. Price of domestic food product
 - ii. Price of the non-domestic food product that meets the required specification of the domestic product
- 4. A cost or price analysis is required in connection with every procurement action in excess of the small purchase threshold including contract modifications. 2 CFR 200.323(a). The Director of Finance will be responsible for documenting cost or price analysis procedures. These procedures may include:
 - a. Evaluation of previous contract pricing
 - b. Comparison with published price indexes
 - c. Evaluation of published pricing

I. Requisitions

No Purchase Order is needed for purchases below \$1,000. Invoices can be submitted after purchases have been placed. As soon as invoices are received, but no more than 3 business days thereafter, they have to be sent to the Central Services Office.

Purchases greater than \$1,000 are made by using a Requisition. They are for internal use only. Requisitions are used as the basis for the issuance of a purchase order. No purchase shall be made unless the appropriate Requisition and Purchase Order have been approved by the Director of Finance and the Superintendent. All Requisitions should be submitted by email to the Central Service Office, which will process the purchase order. Purchases per vendor should be limited to two requisitions per month. It is recommended *to* keep a purchase log for that purpose. Exceptions have to be submitted *to* the Central Services Office for approval.

Required Approved Signatures:

Directors: Purchases between \$1 -
2,500 Principals: Purchases between
\$2,500 - \$5,000

Superintendent: Purchases between \$5,000 -
\$50,000

School Board: Purchases above \$50,000

II. Purchase Order Processing

a) Changes to a purchase order: - Directors and Principals may request a change to an existing purchase order that has not been entirely received and closed. Changes shall be requested by memo or email identifying the purchase order number, the changes requested and signed by the authorized Directors and Principals.

b) Cancellation of a purchase order: - Send the Receiving Copy to the Central Service Office marked: 'Cancel Order' with the reason for the cancellation. Partial cancellation may be made by identifying the items to be canceled.

c) Returns against purchase orders: - Contact the Central Services Office before attempting to return any items against a purchase order. The Central Service Office will record the transaction, provide additional instructions and authorize the return within the terms and conditions of the purchase order or bid.

III. Shipment Receiving Procedures

a) Accepting or rejecting orders: - It is the responsibility of the requesting department to inspect all orders received and either accept or reject the order immediately when it arrives. Late inspection and notification of damaged items or incomplete receipts may prevent a claim for replacement or relief from payment for the items. The shipment received should be checked for condition and compliance with the quantity ordered. If the shipment received is not as ordered, the supplier should be notified immediately and requested to replace or correct the deficiency. If the supplier fails to do this, notify the Central Service Office within 24 hours.

b) Satisfactory receipt: - Send the receiving copy of the purchase order, or a photocopy for partial receipts, to the Central Service Office. Indicate what has been received, sign and date the receiving copy and send to the Central Service Office within 5 calendar days of actual receipt.

c) Unsatisfactory receipt- damaged or short shipments: - Damaged shipments claims must be processed immediately to assure proper claims handling. The following procedures shall be followed:

- Inspect all boxes and containers for visible damage immediately upon receipt,
- If container is damaged, write 'container damage' on the delivery persons

- Jog sheet before signing for the receipt,
- Open and inspect the contents immediately for damage. If any items are damaged, notify the supplier immediately. Be sure to retain the damaged container for claims inspection. If a shipping carton is received in good physical condition, and there is 'hidden damage' to the contents, call the seller immediately,
 - In the case of all damaged shipments, be certain to keep the shipping carton, as it will be needed for claims processing.

d) **Payment of Invoices:** - All vendor invoices received by the Directors and Principals, need to be submitted to the Central Service Office within 3 business days after receipt. The original copy of all invoices is required in the Accounts Payable files.

e) **Purchased without required P.O:** - Any purchases not required to have a Purchase Requisition must be approved by the Superintendent of King & Queen County Public Schools.

Adopted: 6/17

Updated: 7/22

PURCHASING AUTHORITY

The superintendent with the School Board's formal approval may designate a qualified employee to serve as the purchasing agent for the Board. In this capacity, the agent for the Board may purchase or contract for all supplies, materials, equipment, and contractual services required by the school division subject to federal and state laws and regulations and School Board policies. All purchases made by the school division will be in accordance with the Virginia Public Procurement Act.

All personnel in the division who desire to purchase equipment and supplies shall follow the established procurement procedures within their departments or schools for the issuance of a requisition or purchase order. All purchase orders must be forwarded to the superintendent or superintendent's designee for approval and processing.

Internal Controls

The superintendent, or superintendent's designee, establishes appropriate procedures for internal accounting controls.

Purchasing and Contracting

KING AND QUEEN School Board encourages full and open competition whenever practicable among potential contractors and suppliers by competitive bidding practices; to centralize purchasing and contracting within the school division to realize the economies resulting therefrom; and to seek maximum educational value for every dollar expended.

Adopted: 5/14

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-4300 et seq., 22.1-70 and 22.1-78.

Cross Refs.:	DGC	School Activity Funds
	DGD	Funds for Instructional Materials and Office Supplies
	DJ	Small Purchasing
	DJB	Petty Cash Funds
	DJF	Purchasing Procedures

PETTY CASH FUNDS

The School Board may by, resolution, establish petty cash funds for the payment of properly itemized bills for materials, services, or supplies furnished to the school division under conditions calling for immediate payment to the vendor upon delivery. Such funds shall not exceed \$2,000 each.

If it establishes any petty cash funds, the school board will appoint an agent or other person who shall be authorized only to approve payment of claims arising from commitments made pursuant to provisions of law from such petty cash funds. Any agent or person into whose hands any such fund is placed may pay such claims therefrom without necessity of prior receipt and audit of the claims by the school board and without approval and issuance of the warrant of the school board.

The clerk of the school board shall report payments from petty cash funds to the school board or to any appointed agent of the school board for approval and reimbursement promptly after any claim has been paid.

A bond in the amount of \$4,000.00 will be required for each person distributing petty cash funds, but no additional bond shall be required of any person already bonded in the required amount.

Adopted: 5/08, Updated: 3/19

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-123.

Cross Ref.: DJF Purchasing Procedures

PURCHASING PROCEDURES

All procurements made by the school division are in accordance with the Virginia Public Procurement Act.

Certification Regarding Certain Offenses

As a condition of awarding a contract for the provision of services that require the contractor or employees of the contractor to have direct contact with students on school property during regular school hours or during school-sponsored activities, the School Board requires the contractor to provide certification of whether any individual who will provide such services has been convicted of any violent felony set forth in the definition of barrier crime in subsection A of Va. Code § 19.2-392.02; any offense involving the sexual molestation, physical or sexual abuse or rape of a child, or the solicitation of any such offense; or any crime of moral turpitude.

This requirement does not apply to a contractor or employees of the contractor providing services to the school division in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed on an urgent basis to ensure that school facilities are safe and habitable, when it is reasonably anticipated that the contractor or employees of the contractor will have no direct contact with students.

Award of Contracts When Individuals Who Will Provide Services Have Been Convicted of Certain Crimes

The School Board will not award a contract for the provision of services that require the contractor or employees of the contractor to have direct contact with students on school property during regular school hours or during school-sponsored activities when any individual who provides such services has been convicted of any violent felony set forth in the definition of barrier crime in subsection A of Va. Code § 19.2-392.02 or any offense involving the sexual molestation, physical or sexual abuse, or rape of a child, or the solicitation of any such offense.

The School Board may award a contract for the provision of services that require the contractor or employees of the contractor to have direct contact with students on school property during regular school hours or during school-sponsored activities when any individual who provides such services has been convicted of any felony or crime of moral turpitude that is not set forth in the definition of barrier crime in subsection A of Va. Code § 19.2-392.02 and does not involve the sexual molestation, physical or sexual abuse, or rape of a child, or the solicitation of any such offense, provided that in the case of a felony conviction, the Governor has restored the individual's civil rights.

Unauthorized Aliens

The School Board provides in every written contract that the contractor does not, and shall not during the performance of the contract for goods and services in Virginia, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

Discrimination by Contractor Prohibited

The School Board includes the following provisions in every contract of more than \$10,000:

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

2. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

Adopted: 6/23

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-4311, 2.2-4311.1, 22.1-296.1.

Cross Refs.:	GCDA	Effect of Criminal Conviction
	IGBGA	Online Courses and Virtual School Programs
	KN	Sex Offender and Crimes Against Minors Registry Information

VENDOR RELATIONS

Access to School Premises

No vendor agent, or sales representative enters the schools to advertise or sell goods or services to employees or students except as provided herein. Anyone found soliciting goods or services to students or employees in the schools or on school property during school hours without authorization is subject to legal action.

Vendors are not permitted to make appointments with individual School Board employees without the permission of the principal, the superintendent or the superintendent's designee. No vendor is permitted to sell, arrange demonstrations of products or services or take orders for goods or services without prior authorization from the principal, or superintendent or the superintendent's designee.

This does not prevent authorized representatives of firms regularly supplying goods and services to the school division from having access to the schools in the course of their routine business duties.

Prohibition on Solicitation or Acceptance of Gifts

No employee with responsibility for a procurement transaction may request, accept, or agree to accept from a bidder, offeror, contractor or subcontractor anything of more than minimal value unless consideration of substantially equal or greater value is exchanged.

Disclosure of Subsequent Employment

No employee or former employee with official responsibility for procurement transactions may accept employment with any bidder, offeror or contractor with whom the employee or former employee dealt in an official capacity concerning procurement transactions for a period of one year from the end of employment by the school division unless the employee or former employee provides written notification to the division prior to commencement of employment by that bidder, offeror or contractor.

Adopted: 6/17, Updated: 1/18

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-4370, 2.2-4371, 22.1-78, 22.1-293.

Cross Ref.: GAH School Employee Conflict of Interests

PAYMENT PROCEDURES

School Board

The School Board examines all claims against it, except those to be paid from petty cash funds or funds for the purchase of instructional materials and office supplies, and when approved, orders or authorizes payment thereof. A record of such approval and order or authorization is made in the minutes of the School Board. Payment of each claim shall be ordered or authorized by a warrant drawn on the treasurer or other officer charged by law with the responsibility for the receipt, custody and disbursement of the funds of the School Board. The face of the warrant shall state the purpose or service for which such payment is drawn and the date of the order entered or authority granted by the School Board.

The warrant shall be signed by the chairman or vice-chairman, and countersigned by the clerk or deputy clerk, made payable to the person or persons, firm or corporation entitled to receive such payment and recorded in the form and manner prescribed by the Board of Education.

Fiscal Agent

The School Board may, by resolution, appoint an agent and deputy agent to examine and approve claims against it. A record of such approval and order or authorization shall be made and kept with the records of the School Board. Payment of each such claim so examined and approved by such agent or his deputy shall be ordered or authorized by a warrant drawn on the treasurer or other officer charged by law with the responsibility for the receipt, custody, and disbursement of the funds made available to the School Board. The warrant shall be signed by such agent or his deputy and countersigned by the clerk or deputy clerk of the School Board.

However, (1) when the agent is the superintendent, who also occupies the position of School Board clerk, a countersignature from the chairman or vice-chairman is required and (2) when the deputy agent and the deputy clerk is one and the same person, the warrant must be countersigned by either the clerk or the agent of the School Board.

Each warrant shall be payable to the person or persons, firm or corporation entitled to receive payment. The face of the warrant shall state the purpose or service for which such payment is made and also that such warrant is drawn pursuant to authority delegated to such agent or his deputy by the School Board on the specified date.

Any such agent or deputy agent must furnish a corporate surety bond. The School Board shall set the amount of such bond or bonds and the premium therefore shall be paid out of funds made available to the School Board.

Special Warrants

The KING AND QUEEN County School Board may provide, by resolution, for the drawing of special warrants in payment of compensation, when such compensation has been earned and is due, for

- all employees under written contract,
- all other employees whose rates of pay have been established by the School Board or its properly delegated agent, upon receipt of certified time sheets or other evidence of service performed, and
- payment on contracts for school construction projects according to the terms of such contracts.

All such special warrants shall be signed by the clerk or deputy clerk of the School Board and countersigned by the superintendent or the chairman or vice-chairman of the School Board. When the superintendent and clerk is one and the same person, such special warrants shall be countersigned by such chairman or vice-chairman. Such payrolls and contracts so paid shall be reviewed and approved by the School Board at its next regular meeting.

Adopted: 5/14

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-122, 22.1-122.1, 22.1-123.

Cross Refs.:	DG	Custody and Disbursement of School Funds
	DJB	Petty Cash Funds
	DGD	Funds for Instructional Materials and Office Supplies

PAYROLL PROCEDURES

All salaries and supplements paid to all employees will be paid in accordance with the schedule approved by the School Board. If the school board receives a waiver from the Board of Education permitting it to require students to attend prior to August 15, the school board shall establish a payment schedule to ensure that all contract personnel are compensated for time worked within the first month of employment. The school division will maintain records that accurately reflect the compensation and related benefits of each employee.

Adopted: 5/08, Updated: 4/18, Updated: 6/19

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-296.

Cross Refs.: DK	Payment Procedures
DLB	Salary Deductions

SALARY DEDUCTIONS

Federal and State taxes will be automatically deducted from each employee's paycheck based on the most recent withholding statement provided by the employee. In the absence of a withholding statement, deductions will be made based on federal and/or State tax regulations.

A list of all voluntary deductions available to employees will be published annually and provided to all employees. Any additional voluntary deduction requests must be recommended by the superintendent and approved by the School Board.

Adopted: 9/96, Updated: 1/18, Updated: 3/19

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-296.

EXPENSE REIMBURSEMENTS

The School Board encourages attendance and participation of school personnel in professional development activities in order to improve work skills and to maintain high morale.

Requests for reimbursement from School Board funds will be honored only for activities approved in advance by the superintendent or superintendent's designee and for which a statement of travel, with supporting documents, is submitted at the conclusion of the trip.

Adopted: 8/13

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-253.13:5, 22.1-296.

Cross Ref.: GCL Professional Staff Development

EMPLOYEE TRAVEL, MEALS, AND LODGING REIMBURSEMENT

The purpose of this document is to clarify the type and amount of travel expenses authorized and to outline the procedures for receiving reimbursement for incurred expenses. (Please reference Policy File No. DLC)

1. CONFERENCE TRAVEL: School employees and School Board members may be authorized to attend a conference and receive reimbursement for legitimate business related expenses. All reimbursement requests must be filed within 30 days of the date of the conference conclusion and must be accompanied by itemized receipts. References made hereinafter to employees, shall also apply to School Board members.

A. Approval:

Complete authorization should be obtained at least two weeks prior to travel being performed. Complete approval consists of: the employee initiating the Conference/Travel Request form with all appropriate data to include conference brochure/agenda, cost estimates, and date(s); approval of the form by the Principal/Supervisor; fund certification by the Director of Budget and Finance and the Grant Manager (if applicable); and approval of the Superintendent or his/her designee. Once the request is completely approved, copies will be distributed to the supervisor, budget manager and the employee. Registrations and hotel accommodations will be made by School Board Office staff upon approval of the conference request.

B. Reimbursable Expenses:

- (1) Mileage - Employees are encouraged to use a car from the school fleet for out of county travel. If one is not available, mileage reimbursement for use of your personal car will be at the rate of \$.325 per mile; hereinafter referred to as the local mileage rate. Mileage is based on the roundtrip distance between the employee's work site and the location of the conference if leaving from and returning to the worksite. If commuting from home, mileage reimbursement shall be the distance from home to the conference site, less the employee's normal commute to work. If an employee elects to use a private vehicle, when a public use car is available, there will be no reimbursement. For certification of mileage, please attach an electronic directional printout with the mileage designation from your home to work, and from the point of departure to the conference if commuting from home and from work to the conference if commuting from work. If a county car is used, it must be returned no later than the morning of the next business day.
- (2) Carpooling - Carpooling is encouraged. Please provide name(s) of passenger(s) on the Travel Request and Expense Reimbursement Forms. Drivers or riders having to travel in a private vehicle a few extra miles in order to reach contact points or pick up riders may claim the local rate per mile for the extra mileage. Indicate the extra miles claimed for these purposes on the Expense Reimbursement Form.

- (3) Tolls - Such items as bridge, tunnel, turnpike, tolls, and parking are reimbursable. Receipts indicating the toll facility and amount or a toll transponder statement should be attached to the Expense Reimbursement Form.
- (4) Public Carrier - Those traveling by public carrier will be reimbursed for actual amount of their round-trip ticket, including tax, provided this mode of transportation is approved in advance by the Superintendent or his/her designee. Mileage to and from public carriers is reimbursable, with the local per mile limitation.
- (5) Commuting to Conference vs. Overnight Lodging - Those commuting daily may claim mileage at the local mileage rate when no public use car is available and parking, provided the daily amount does not exceed the approved reimbursement for the single room rate. Overnight lodging may be approved when commuting in excess of 50 miles and while considering the beginning and ending time of the conference.
- (6) Meals - While attending an approved out of town conference requiring overnight lodging, meals will be reimbursed at actual cost not to exceed \$39.00 per day, including tax and tips. Itemized receipts are required for reimbursement, and in no case shall the reimbursement request exceed the actual expense. Tips may not exceed 20% of acceptable expenses. Expenses for alcoholic beverages will not be reimbursed.

Per meal rates including tax and tip are:

Breakfast \$8.00
Lunch \$10.00
Dinner \$21.00

To be reimbursed for meals on partial days, an employee must annotate departure/arrival time on the reimbursement form. Breakfast may be claimed if departing from home before 7:00 a.m., and dinner if arriving home after 7:30 p.m. No meal reimbursement will be provided unless the approved conference requires overnight lodging. When meals are provided by the conference or the hotel, no additional meal expense may be claimed. Only those meals not provided are reimbursable at the above per meal rate.

- (7) Lodging - Rooms should be shared when appropriate. Maximum individual reimbursement is at the single room rate that the hotel has guaranteed for the conference, plus tax.
- (8) The following circumstances may result in denial of the reimbursement request:
 - a. Failure to secure an approved Conference Request Form at least two weeks prior to date(s) of travel.
 - b. Submission of request(s) in excess of thirty (30) days after the date(s) of the conference.
 - c. Submission of expenses incurred by individuals other than those approved for conference travel.

d. Submission of claims for inappropriate expenditures (i.e., alcoholic beverages, advertising items, etc.).

(9) Submission of claims for inappropriate items will be reported to the immediate supervisor and the Division Superintendent and may result in disciplinary action.

(10) Costs incurred by the division (i.e. conference registrations, hotel accommodations, etc.) due to the employee's failure to cancel conference attendance in a timely manner shall be reimbursed to the division by the employee.

2. LOCAL TRAVEL:

A. Local travel is only intended for employees who are required by the School Division to incur certain personal expenses (such as mileage) while conducting school business. These expenses are subject to the school/department budgets and must have the approval of the principal/department supervisor.

Local mileage claims must be submitted monthly. Annual claims will not be accepted.

B. School Bookkeepers will be reimbursed at the local mileage rate for bank travel for the roundtrip from the worksite to the bank and back. If deposits are made at the end of the day, reimbursement shall be for mileage in excess of the regular one way commute from home to work. Reimbursements must be submitted monthly on an Employee Request for Reimbursement of Local Travel Expenses.

4 TRAVEL REIMBURSEMENT: Travel will be reimbursed by submitting an Employee Request for Reimbursement of Expenses. All applicable sections must be completed and itemized receipts attached. Separate vouchers must be submitted for conference and local travel.

5. GENERAL: Any questions on the interpretation of this procedure should be directed to the Director of Budget and Finance or the Superintendent of Schools. Any exceptions to established monetary limits must be approved/disapproved by the Superintendent of Schools, or his/her designee.

PRESENTED: December 14, 2016, effective January 3, 2017

REVISED:

CROSS REFERENCE: DLC Expense Reimbursements

KING AND QUEEN COUNTY PUBLIC SCHOOLS KING AND
QUEEN COURT HOUSE, VIRGINIA 23085

CONFERENCE REQUEST FORM

INSTRUCTIONS:

1. Answer all items completely.
2. Submit completed form to principal/supervisor/clerk at least 2.5 weeks prior to the conference date. Attach a conference brochure/flyer to the request.
3. Principal/supervisor will act upon the request and submit it to the School Board Office for approval.

Name	School/Location	Date
------	-----------------	------

CONFERENCE INFORMATION:

Name of Conference: _____

Sponsoring Agency: _____

Conference Location: _____

Conference Date(s): _____ Registration Fee: _____

Beginning Time: _____ Ending Time: _____ Time Leaving Work: _____

No. of Days Absent from Work: _____ # of Conferences Attended This Year: _____

How will your attendance at this conference help improve the academic performance of King and Queen County children?

TRAVEL AND ACCOMMODATION EXPENSES REQUESTED:

Total Miles in excess of regular commute: _____ Meals: _____

Lodging/night: _____ Budget Account Code: _____

ADDITIONAL INFORMATION:

1. All reimbursement requests must be submitted to the School Board Office within thirty (30) days of returning from the conference.
2. Upon return from the conference, employee must be prepared to present information to others in his/her school as well as anyone else in the division that could benefit from the information.

Approval of Principal/Supervisor

Approval of Grant Manager

Approval of Superintendent/Designee

Budget and Finance Authorization

KING QUEEN COUNTY PUBLIC SCHOOLS
EMPLOYEE REQUEST FOR REIMBURSEMENT OF CONFERENCE EXPENSES

Employee's Name _____		Employee's Building Loc _____		PO#, if applicable: _____		
Name or Description of Activity (Check if additional detail is attached _____)						
Location of Activity _____			Date (s) _____	From: _____	To: _____	
Refer to Regulation DLC-R for reimbursement restrictions and limitations and attach original itemized receipts for all expenses.						
	DATE	DATE	DATE	DATE	DATE	TOTAL
EXPENSES						
Breakfast (Max. \$8)						-
Lunch (Max. \$10)						-
Dinner (Max. \$21)						-
Lodging						-
Airfare						-
Rental Car						-
Tolls						-
Fuel (County Car)						-
Registration Fee						-
						-
						-
DAILY TOTALS	-	-	-	-	-	-
Mileage (roundtrip) <input type="text"/> x \$0.325 Note: Mileage is in excess of regular commute.						-
<i>(Must be approved by Superintendent or Designee prior to travel.)</i>						Amount =
* Meal reimbursements / in accordance with DLC-R				TOTAL EXPENSES		-
I certify the above amounts are just, due and payable:						
Employee Signature _____ / _____			Principal/Supervisor _____ / _____			
Date _____			Date _____			
Superintendent or Designee Signature _____ / _____						
Date _____						
(FOR ACCOUNTING USE ONLY)						
G/L account to be charged.	Total		Note:			

**KING QUEEN COUNTY PUBLIC SCHOOLS
EMPLOYEE REQUEST FOR REIMBURSEMENT OF LOCAL TRAVEL EXPENSES**

NAME: _____

ADDRESS: _____

DATE	DESTINATION AND PURPOSE	MILES	OTHER EXPENSES (Attach itemized receipts)	TOTAL EXPENSES
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
0				0

DATE SUBMITTED: _____ SIGNATURE: _____

APPROVAL DATE: _____ APPROVAL SIGNATURE: _____

NOTE: _____

CASH IN SCHOOL BUILDINGS

Teachers and other school personnel who come into possession of cash in connection with school activities will not leave the money unattended. As soon as is possible, and no later than the end of the school day, personnel in possession of cash shall turn it over to the principal's office for safe-keeping and proper accounting.

Adopted: 8/10, Updated: 1/18, Updated: 3/19

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-68, 22.1-70, 22.1-78.

Cross Ref.: DGC School Activity Funds

DISPOSAL OF SURPLUS ITEMS

The school division shall apply trade-in allowances on equipment to be replaced against the purchase cost of the new equipment whenever possible.

The school division may dispose of equipment having no trade-in value by informal bid, auction or pre-priced sale as appropriate to the public. If items are valued in excess of \$500.00, formal authorization for negotiated sale or for putting the items to bid shall be obtained from the School Board.

The bidder or purchaser shall certify whether he/she is an officer or employee of the division or a member of the immediate family of an officer or employee. Officers and employees of the school division, and members of their immediate families, may purchase surplus property from the school division only if the property is being sold at uniform prices available to the public or if the goods are sold for less than \$500.00.

If reasonable attempts through the bidding or direct sales process to dispose of the items are unsuccessful, then the superintendent is authorized to arrange for their disposal.

Obsolete educational technology hardware and software that is being replaced pursuant to Va. Code § 22.1-199.1(B)(4) may be donated to other school divisions, to students, as provided in Board of Education guidelines, and to preschool programs in the Commonwealth.

Adopted: 5/20

Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-3108, 2.2-3109, 2.2-3110, 22.1-68, 22.1-78, 22.1-129, 22.1-199.1.

NON-LOCALLY FUNDED PROGRAMS

In order to further the goals and objectives of the school division, the School Board may seek sources of revenue to supplement the funds provided through local, state and federal appropriations.

To promote efficiency in developing proposals and making application for specially funded programs, the superintendent may establish standard procedures for the preparation of proposals and their review. The superintendent shall ensure that none of the conditions of acceptance is in conflict with the policies of the Board, the objectives of the division, or State or federal law.

The superintendent may submit proposals or applications for grants prior to approval by the School Board. No such application or proposal shall be binding on the Board without its approval.

Adopted: 8/14, Updated: 1/18, Updated: 3/19

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-79, 22.1-88.

Cross Ref.:	AE	School Division Goals and Objectives
	KH	Public Gifts to the Schools
	KQ	Commercial, Promotional and Corporate Sponsorships and Partnerships