

***Board of Directors***

***Financial Policy and Procedures***

***Colorado***

*Adopted:*

Objective

The financial objective of Leman Academy of Excellence “School” will be to conduct the operations and business of its school with sound fiscal management in accordance with the mission and philosophy of the school.

Fiscal Management Goals

The financial management shall be the responsibility of the Board of Directors, the Principal and the Business Manager. The Principal and Business Manager shall administer the budget for the school making expenditures and commitments with Board approval. The ultimate responsibility for the financial operations of the school falls upon the Board of Directors, the Principal and the Business Manager. The Principal shall report to the Board of Directors and act in an advisory capacity with regard to financial matters.

The Principal and Business Manager, in conjunction with the Board of Directors, shall be responsible for the installation and supervision of proper internal control systems to include, but not limited to:

* Receipt and deposit of monies
* Payment of salaries and wages as adopted by the Board of Directors
* Timely payment of bills
* Accurate posting of transactions and reconciliation of accounts
* Responsible administration of employee benefits
* Procurement of assets
* Proper spending of accounting of grant and other restricted funding sources
* Timely generation of monthly financial statements and reports for the finance committee’s review and board approval

In order to assure the School’s financial integrity, the Board of Directors shall set aside operational and capital reserves, as well as TABOR reserves, equal to 3% of expenditures, for the school as contingency reserves to be included in each general fund budget to avoid borrowing money to conduct operations.

The school will operate in a manner which insures its long-term financial strength:

* The school’s revenues will exceed its expenditures each year unless given specific approval, by resolution, from the Board of Directors.
* Cash will be managed in a way that ensures maximum liquidity.
* Restricted contributions will be used only for the reason designated by the donor.
* Restricted fund balances will not be used for operations.
* Payroll and other debt obligations will be paid in a timely manner.
* Any administrative request for an increase in expenditures or policies which will result in a budgetary expenditure increase greater than $10,000 or 10% on a single budgetary line item requires board approval before being enacted. Under $10,000 may be approved by the Principal as long as the total budget for the fiscal year is still within the total expenditures approved in the budget by the board of directors.

Accounting Procedures and Policies

1. CDE Chart of Accounts will be maintained by the school in its financial reporting and accounting procedures.
2. Accounting records will be maintained using fund accounting and the modified accrual basis of recording revenue and expenditures.
3. Financial records will be kept for six (6) years.
4. Fixed assets will be acquired and disposed of only upon proper authorization and will be adequately safeguarded and insured to 90% of replacement value. Assets worth more than $5,000 will be properly recorded and capitalized. Fixed assets will be properly accounted for and depreciated under generally accepted accounting principles (GAAP).
5. The school shall maintain a system for an annual inventory of items with a value of $5,000 or greater and all technology equipment, with the exception of equipment permanently fixed in a building such as heaters or lockers.
   1. The Principal and the Office Manager shall develop procedures for conducting annual inventories of school property.
   2. Responsibility for the inventory process for computerized equipment shall lie with the Office Manager and the Technology Service Provider.
   3. Property records for items purchased with federal sources must include a description of the property, serial number or other ID number, source of funding, title holder, acquisition date and cost.

LEGAL REF:

C.R.S 29-1-506(1)

C.F.R. 200-313

C.F.R. 200.335

Annual Budgets

The annual budget is the financial plan for the operation of the school. It provides the framework for both expenditures and revenue for the year and translates into financial terms the educational programs and priorities of the school.

The Board of Directors assigns to the Principal overall responsibility for budget preparation, budget presentation and budget administration but portions of this responsibility may be delegated to the Business Manager.

LEGAL REF:

C.R.S. 22-44-101 through 22-44-117

C.R.S. 22-44-203

C.R.S. 22-44-204 (3)

Budget Planning, Preparation and Schedule

1. The Finance Committee will begin annual budget preparation in January of each fiscal year.
2. The Finance Committee will prepare an initial draft budget for review by the board of directors at the board meeting closest to March 1st.
3. The Principal shall present the proposed budget to the finance committee and board of directors in May of each year, with the intent of adoption for submission to the school’s authorizer prior to the required statutory date of June 1st.
4. Within 10 days after the submission of the proposed budget to the finance committee and the board of directors, the Principal or the Office Manager will publish a notice stating that the proposed budget is on file at the principal administrative offices of the school; that the proposed budget is available for inspection during reasonable business hours; that any person paying school taxes in the district may file or register an objection thereto at any time prior to its adoption; and that the board of directors will consider adoption of the proposed budget for the ensuing fiscal year on the date, time and place specified in the notice.
5. If necessary, a revised budget will be approved at the January Board meeting after the official student count is known.
6. If necessary, a supplemental budget will be approved after January 31st but before expenditures in excess of the revised budget are incurred. A supplemental budget may only be adopted if money for a specific purpose becomes available to meet a contingency.

LEGAL REF:

C.R.S. 22-44-109

C.R.S 22-44-110(5)

Financial Emergencies

If the Board of Directors determines, during any budget year, that the anticipated revenues and amounts appropriated for expenditure in the budget exceed actual revenues available, the Board of Directors may declare a fiscal emergency. Such declaration shall require the affirmative vote of two-thirds of the members of the Board of Directors.

The Board of Directors will determine if the formation of a special committee is appropriate and what actions should be taken.

LEGAL REF:

C.R.S. 22-44-115.5

Budget Transfers

When a contingency occurs, the Board of Directors may transfer any unencumbered moneys from the contingency reserve account, which is within the general fund.

LEGAL REF:

C.R.S. 22-32-107

C.R.S. 22-44-112

C.R.S. 22-44-102(3)

C.R.S. 22-44-113

C.R.S. 22-44-106

Grants from Private Sources

Only the Board of Directors may accept grants, gifts or bequests on behalf of Leman Academy of Excellence in excess of $5,000. The title to all gifts, grants and bequests shall rest with the Board of Directors. Every effort shall be made to maintain the give items(s) within the school to which donated. However, no grant, in-kind services, gifts, or bequests in excess of $5,000, per donor or event, may be accepted or utilized without prior approval from the Board of Directors.

LEGAL REF:

C.R.S. 22-32-110(1)(y)

Depository of Funds

All revenue received by the School shall be deposited in an official bank or banks as designated by the Board of Directors. Such financial institutions must qualify as eligible public depositories in accordance with state law.

When moneys are withdrawn from the custody of the School, such withdrawn moneys and all other moneys belonging to the School, including moneys derived from school activities, shall be collected by the office staff and individually receipted, be prepared for deposit and deposited by the Office Manager in a depository or depositories as designated by the Board of Directors.

The official custodian shall comply with all requirements of state law regarding the deposit of funds and have a Public Depository Protection Act (PDPA) number on file.

Funds will be deposited no later than the next business day whenever cash on hand exceeds $500 and on the last workday of each week and each month by the Office Manager or Board Designee. Funds collected at the school will be summarized by source of funding and properly coded by account and fund and deposited at the bank.

LEGAL REF:

C.R.S. 11-10.5-101 et seq. (deposits of public funds in banks)

C.R.S. 11-47-101 et seq. (deposits of public funds in savings and loan institutions)

C.R.S. 22-32-104 (4) (c), C.R.S. 22-32-107 (3), (4), (6),

C.R S. 22-32-109 (1) (g), C.R.S. 22-32-110 (1) (x),

C.R.S. 22-40-104 (related to county treasurer), C.R.S. 22-40-105

C.R.S. 22-45-104 (relates to collection and deposit of fees and fines)

C.R.S. 23-71-404 (1)

Bonded Employees and Officers

All employees or custodians of the School who are responsible for moneys controlled by the Board of Directors shall be bonded under a group fidelity bond in individual amounts of at least $10,000. The School shall bear the cost of bonding.

LEGAL REF:

C.R.S. 22-32-104 (4)(b)(c)

C.R.S. 22-32-109 (1)(h)

Financial Reports and Statements

A summarized total of revenues and expenditures of the School funds (balance sheet and income statement) shall be provided to the Board of Directors once each month in the regularly scheduled Board meeting. Financial statements provided to the Finance Committee and approved by the Board of Directors should include a Balance Sheet, Statement of Revenue and Expenditures vs. Budget, a Statement of Cash Flows and the monthly check registers for all accounts or similar reports/information. The Statement of Revenue and Expenditures vs. Budget shall include, at minimum, the following information:

1. Actual expenditures and revenue as of the date of the report from each of the several funds budgeted by the school for the fiscal year.
   1. Expressed in dollar amounts
   2. Expressed in percentages of the annual budget
2. Actual expenditures and revenue for each fund for the same period in the preceding fiscal year.
   1. Expressed in dollar amounts
   2. Expressed in percentages of the annual budget
3. Expected year-end balances
   1. Expressed as dollar amounts
   2. Expressed in percentages of the annual budget
4. Comparison of the expected year-end fund balances with the amount budgeted for that fiscal year.

Financial reports shall be prepared within 15 days from the close of the month and/or prior to the regularly scheduled monthly board meeting.

LEG REF:

C.R.S. 22-45-102(1)(b)

C.R.S. 22-45-103 (b)

Audits

In accordance with state law, all funds and accounts of the School shall be audited annually, following the close of the fiscal year.

The Board of Directors shall engage an independent auditor licensed to practice in Colorado and knowledgeable in government accounting to conduct the audits. The independent auditor also shall audit the activities accounts of the School and report its findings to the Colorado Department of Education (CDE).

The independent auditor shall serve at the discretion of the Board of Directors.

The audit report shall contain, among other information:

1. Financial statements prepared in conformity with Generally Accepted Governmental Accounting Principles and GASB 34. (The financial statements are the representation of the School, whether prepared by the School or by the auditor.)
2. Disclosures in accordance with the Financial Policies and Procedures Handbook. The supplemental schedules of receipts and expenditures for each fund shall be in the format prescribed by the CDE and shall be in agreement with the audited financial statements of the School.
3. All funds and activities of the School.
4. Budget to actual comparisons for each fund and activity.
5. The auditor's opinion on the financial statements. If the opinion is anything other than unqualified, the reason must be explained. The opinion shall include general fixed assets.
6. Disclosure of all instances of noncompliance with state law, including the Public School Finance Act of 1988, irrespective of materiality.
7. A supplemental listing of all investments held by the School at the date of the financial statements.
8. Schedules and disclosures regarding the school’s pension obligation, as required by GASB 68.

The auditor also shall make recommendations to the Board of Directors concerning its accounting

records, procedures and related activities, as may appear necessary or desirable, and shall perform such other related services as may be requested by the Board of Directors.

The Board of Directors reserves the right to request an audit at more frequent intervals if desired.

LEG REF:

C.R.S. 22-32-109 (1)(k)

C.R.S. 24-75-601.3

C.R.S. 29-1-601 et seq.

Purchasing and Purchasing Authority

The Executive Director/Principal, the Business Manager in conjunction with the Business Services Provider, shall be responsible for the installation and supervision of proper internal control systems for purchasing, including but not limited to, a purchase order system, proper verification of purchase, payment documentation and bidding procedures.

Purchases made with federal funding must comply with the Code of Federal Regulations, including the following requirements:

1. Small purchases (less than $3,000) must be distributed equitably among qualified suppliers, to the extent practicable.
2. Procurement methods for purchases with state and local sources may not be more restrictive than those for purchase with federal sources.
3. When using federal funding, the school may not engage contractors that have been debarred, suspended or otherwise excluded from or are ineligible for participate in Federal Assistance programs or activities ([www.sam.gov](http://www.sam.gov)).

LEG REF:

C.R.S. 22-32-109 (1)(b)

C.R.S. 24-17-201

C.F.R. 200.212

Purchase Orders

1. The Principal, the Assistant Principal, and the Office Manager or the Board Designee will be responsible for originating purchase orders that are within their scope of budgetary authority. Teachers will submit request to the Office Manager for any necessary supplies. The Office Manager will then enter the purchase request into the procurement software. All purchase orders must be approved by the Principal or his/her designee in the procurement software. This authority may be delegated to an in-house representative by the Principal.
2. After the Principal or the Business Services Provider has approved, the originator cannot approve their own PO, the PO will be forwarded to the Office Manager through the workflow of the procurement software. If the PO is declined, the Office Manager is responsible for notifying the requestor. If approved, a copy will be sent to the requestor. The Office Manager then has authorization to order the items.
3. Availability of funds is checked at time of approval. All purchases must be charged to the correct budgetary account (not only where funds are available). The approved copy forwarded to the Office Manager who will list the budget line item(s) related to the PO for tracking purposes.
4. The vendor will ship the merchandise to the school, referencing the PO number. The Office Manager shall maintain records within the procurement software as to the status of all such requests and shall be responsible for checking the items received against the PO and packing slip in the procurement software.
5. When the receipt is recorded and the PO and invoice are reconciled, the Business Manager will process payment. The Business Manager will process payment only after receiving the necessary paperwork and approval of payment from the Principal or his/her designee.
6. If the staff member receives an item that is not wanted after it is ordered, it is the PO originator’s responsibility to re-package the product, affix address labels, return the merchandise to the vendor and advise the Office Manager of any changes.
7. The purchasing power of the School shall not be used to obtain goods or services for the private use of any employee.
8. Any employee who charges any item without an authorized PO will be held personally liable for that purchase.
9. "Open" “Request for Funds” limited to $200 may be requested by the Principal, or Business Services Provider where direct purchasing is required. For example, an "open" “Request for Funds” to be issued to a supermarket, designating the account to be charged and the authorized person who may purchase groceries. This system, using the following procedures, provides the ability to encumber against the appropriate account while maintaining overall adequate internal control:
10. The amount of the authorization will be indicated on the PO and the Business Manager will confirm available fund on that budget line.
11. The authorized person must sign the charge slip and provide the” Request for Funds” attached to the charge slip.
12. The authorized person must provide all charge slips, invoices and supporting documents to the Office Manager for payment.
13. Requests for receiving items in order to preview them should still cause a PO to be activated. If the items are kept, a written notification to the Office Manager requesting payment must be made.
14. The “Request for Funds” procedure applies to purchases and services for where no PO has been issued and should apply only to the following:
    1. Recurring expenses, such as utilities, for which there is a short elapsed time between commitment to pay and time of actual payment.
    2. Expenses which cannot be handled through the normal PO process or petty cash procedure. Examples would be payment of dues for professional organizations and subscription renewals.
15. Personal credit card and personal check use is strongly discouraged. Personal credit cards and checks are to be used only when no other method of payment is available. Reimbursement will be made when a Request for Payment is accompanied by an original receipt.

Petty Cash Fund

Petty Cash is not allowed.

Credit Card/Purchasing Card

The Credit Card / Purchasing Card shall be used only for the purchase of pre-approved items. The Credit Card/Purchasing Card is the preferred method of purchasing small dollar goods and services up to the cardholder’s single transaction limit that set by the board annual basis. Cards are subject to monthly dollar limits as well as individual transaction limits. The Credit Card / Purchasing Card is to be used by the person it is issued to and must only be used to pay for pre-approved Leman Academy of Excellence purchases.

Cards will be issued based upon the recommendation of the Executive Director/Principal and approved by the Board of Directors. All card holders must sign the School’s cardholder agreement.

General Process:

1. Cardholder orders or picks up desired product(s).
2. Inform the vendor transaction is tax exempt.
3. Cardholder uses Credit Card to pay for product(s); gives tax exempt number to vendor; receives items and receipt and review the receipt to verify taxes were not charged.
4. Cardholder prepares transaction log for purchase, attaching the original, itemized and detailed receipt.
5. Cardholder reconciles individual monthly statement with transaction log; attaches transaction log and receipts to the statement; and signs for written approval to pay on the statement
6. Cardholder submits monthly statement and attachments to Principal for approval.
7. Executive Director/Principal must submit their monthly statement and attachments to Treasurer of the Board for approval.
8. Principal or Treasurer to the Board reviews cardholders’ transactions for appropriateness and signs for written approval to pay on the statement
9. All statements with the supporting documentation attached for every transaction listed on the statement should be forwarded to Business Manager for payment. Complete documentation must be available for audit upon request.

CARD MUST NOT BE USED FOR:

PROHIBITED TRANSACTIONS: It is a violation to use the credit card for any of these goods and services:

1. Personal Purchases
2. Cash or Cash Type Transactions
3. Split Transactions (Two transactions or more for the same purpose which in total would exceed the authorized limit.)
4. Alcoholic Beverages
5. Inappropriate Purchases:
6. Contracts requiring an authorized signature
7. Transactions exceeding authorized limit of the individual cardholder.

TRANSACTIONS AT EXCLUDED MERCHANT TYPES: The credit cards should not be used at the following merchant types: money orders, wire transfer, stamp and coin stores, betting, lottery tickets, chips, wagers, financial and non-financial institutions, manual cash disbursement, travelers’ checks, precious metals, foreign currency, automated cash disbursements, merchandise services.

Any violation of card usage rules will be investigated and disciplinary action will be taken based upon the

nature of the violation. Consequences of violating card usage rules may include card revocation, job termination and/or criminal prosecution.

Issuance of any new Purchasing Cards will be approved by Principal indicating the person issued to, dollar limit for card, and vendor restrictions on the card.

Contractor Payments

In most cases, payments to consultants, speakers or other professionals, where a receiving report would be inappropriate, will be handled by a Service Contract. A Memorandum of Agreement /Understanding will be used only for independent contractors as determined by IRS regulation. It is very important that the originator of the Agreement clearly identify what services are to be rendered. Appendices should be attached if the space on the form is not sufficient to clearly identify these services, in the rare case the School may wish to seek legal recourse for breach of contract due to non-performance.

The procedure for processing a Memorandum of Agreement/Understanding is as follows:

1. The originator will prepare the contract, including all monies to be encumbered as well as the account to be charged and necessary signatures, and will forward to the Business Manager.
2. The contract will need the approval of the Principal or his/her designee before work starts.
3. The Business Manager will send the proper copies to the independent contractor and the originator.
4. Upon completion of services the contractor will turn in an invoice for payment. Along with the invoice, the contractor will provide a statement of summary as to the services performed, dates and times spent on the project. Upon receipt of the above documentation, the Business Manager will process payment.

Bidding Requirements

The Principal, Assistant Principal, Office Manager or Business Manager will secure bids on all single item purchases or bulk purchases exceeding $20,000 and on all other purchases of supplies, equipment and projects when it is in the best interest of the School. The Board of Directors will approve these bids. Purchases valued at less than $20,000 but more than $10,000 shall be based upon quotations. Any and all conflict of interest for administrators or Directors will be disclosed to the Board of Directors prior to approval. A conflict of interest shall be defined as financial interest of an administrator or Director, a spouse of an administrator or Director, or an immediate family member of any administrator or Director.

Every effort will be made to secure at least three bids or quotations. If this is not possible, the Principal, or Business Manager will provide an explanation as to why this was not possible.

All contracts and open market orders shall be awarded to the most qualified supplier, taking into consideration the quality of materials or services and their contribution to program goals. To eliminate unfair advantage, contractors that develop or draft specifications, requirements, statement of work, and invitations for bids or RFPs must be excluded from competing for such procurements.

When time is of the essence, bid procedures may be waived provided prudent measures are taken to obtain the best price available under the circumstances (phone, quotations, etc.). Bid procedures may not be waived for purchases made with federal funding.

Waiver of Formal Bidding Procedures:

1. The Business Manager or the /Principal may waive, in writing, the formal bidding procedures of this chapter when time is of the essence and the best interests of the School will be served by such action. Proceeding under this section, the Business Manager or the Principal shall submit an informal memorandum to the Board of Directors stating all essential terms of the contract and the reasons for proceeding under this section.
2. The following items or services shall not be subject to formal bidding requirements:
   1. acquisition or disposal of unused or obsolete equipment
   2. books and curriculum
   3. food service requirements
   4. goods or services from agencies of the Federal, State, or Local government
   5. proprietary or sole source items or services
3. All contracts for which formal procedures are waived under this section shall be reported to the Board of Directors.

In the case of items available only from one source, purchases may be made based on negotiations with that source. This shall not apply to professional services. If Leman Academy of Excellence needs to procure professional services in the area of, but not limited to, psychological testing, accounting, educational counseling, special education support, architectural or maintenance work, human resources or other professional services it deems necessary, and believes that the best qualified services can be obtained without bidding for those services, then Leman Academy of Excellence may contract for these services without complying with a competitive bidding process.

The Board of Directors shall have the authority to reject any or all bids.

LEG REF:

C.R.S. 7-128-501(5)

C.R.S. 22-32-109 (1)(b)

C.R.S. 24-17-201

C.F.R. 200.319

Vendor Relations

No favoritism shall be extended to any vendor. All employees of the School must exercise sound judgment in avoiding conflicts of interest, defined above, or the appearance of impropriety in dealing with vendors. Gifts or gratuities of other than nominal value or which might obligate a School employee in any manner shall be politely and firmly refused.

No employee or any person officially connected with the School shall be an agent for the sale of any textbooks, school apparatus or supplies of any kind for use in the School.

This policy shall not prevent any person from receiving royalties upon the sale of any textbook of which he/she is the author.

LEG REF:

C.R.S. 24-17-104

Employee/Board Related Transactions

No employee of the school, Board member, member of the employee's immediate family, Board member's immediate family, firm owned by an employee of the school their immediate family, or firm owned by a Board member or their immediate family, will be allowed to sell to the school or to students of the school, goods or services of any kind without the expressed prior written consent of the Board of Directors. Service contracts should be reviewed by the Board of Directors on an annual basis.

Local Business

The School encourages all local business to participate in providing goods and/or services to the School. Staff should actively seek out local business that can provide these goods and services to the school.

Payment Procedures

All items submitted for payment must have all necessary supporting documentation and a copy of the purchase order as appropriate. Payments will be made in a timely manner to avoid penalties and late or carrying charges. A log of all checks issued will be maintained.

Payday Schedules

Regular and overtime wages of employees shall be paid per the payroll schedule for the corresponding fiscal year.

The cutoff date for payroll processing is approximately the 15th day of each month. Time sheets approved by the Principal must submitted to the Business Manager via the HRIS software for all employees by the 16th day of every month unless otherwise specified. Checks may be delayed if the employee does not submit their time sheets to the Principal by the 15th day of the month.

All employees are required to have a means for direct deposit of their paychecks.

Any employee who resigns shall normally be paid on the regular pay day. A terminated employee shall be paid within 24 hours. If the 24 hours falls on a non-business day, the terminated employee will be paid on the next business day following termination.

Employee Agreements

The process for new employee agreements will be as follows:

1. The Principal shall identify those areas needing a change or addition of personnel.
2. The Principal will bring to the Board of Directors a description of the needs and get approval from the Board of Directors to proceed with the search process for any newly created positions.
3. The Principal has the ability to individually negotiate salary amounts with each employee. The Board of Directors shall have the opportunity to review all the credentials, resumes and other paperwork of any/all candidates.
4. Upon finding a candidate for the position, the Principal will approve the contract as long as the financial obligation is within the approved budget. All new positions must be approved by the Board of Directors if not in the adopted budget.
5. The selected candidate will then be offered the agreement for signature.

Payroll Procedures

The Business Manager will follow the payroll procedures as outlined in this section.

1. The Assistant Principal will receive, review and approve timesheets electronically in the school’s HRIS system.
2. Review data entry and make necessary changes to assure an accurate payroll.
3. Void all payroll checks on which there are errors and issue handwritten checks to take the place of those voided.
4. Business Manager will prepare payroll tables and submit to payroll processor after receiving approval from the Principal.
5. Review payroll register and other reports necessary for payroll documentation and issue checks.

Under no circumstances will the Business Manager make any additions, deletions or modifications to payroll data concerning employees without having received prior written directives from the Principal or the Board of Directors.

These directives should be received by the Business Manager on a timely basis so that they will not interfere with the normal monthly processing of the School's payroll.

Anything unusual will be brought to the attention of the Principal and/or the Board of Directors for investigation.

The Business Manager shall reconcile computer payroll detail to all billings for employee deductions and benefits and prepare all required end-of-month checks and reports. In addition, the Business Manager is responsible for monitoring the payroll vendor to ensure that all required federal and state reports relating to payroll (unemployment report, 941E, etc.) are completed timely and accurately.

Salary Deductions

Deductions shall be made from the paychecks of all employees for retirement and federal, Medicare and state income tax in keeping with federal and state requirements.

Salary deductions shall be made for absences not covered by leave policies adopted by the Board of Directors. Such deductions shall be calculated on the basis of the employee per diem rate.

Expense Reimbursements

The School shall reimburse employees and Board members within annual budgetary limitations for certain expenses incurred on behalf of the School.

The following procedures shall apply to expense reimbursements:

1. Official travel.
   1. Actual travel expense shall be reimbursed.
   2. The "Approved mileage Rate" for reimbursement of school related mileage will consistent with the standard mileage rate approved by the Internal Revenue Service which is updated on calendar year basis.
   3. Travel expenses shall be kept to a minimum whenever possible.
   4. The Board of Directors discourages the use of private automobiles, but when used, will be kept to a minimum whenever possible.
2. Conference expenses. Conference expenses, including meals, lodging, travel, conference fees and miscellaneous associated expenses shall be either paid by the School or reimbursed to the employee if:
   1. The proper forms are submitted with sufficient documentation (travel expense form or mileage reimbursement report).
   2. The forms are approved by the individual with budget authority.
   3. There is sufficient budgeted money available.
3. Mileage reimbursements. The mileage expense report is to be completed by any employee who is requesting reimbursement for expenses incurred while using a privately-owned vehicle on School business.
   1. The form should be completed and signed by the employee, approved by Principal and forwarded to the Business Manager for payment.
   2. Employees are not reimbursed between home and first and last duty assignment each day.
   3. Reports received more than 90 days after the due date may be denied.
4. Meal expenses. Meal expenses shall be reimbursed with receipts. In the absence of documentation, the maximum amount allowed for meals shall be as follows:
   1. Breakfast $10.00
   2. Lunch $15.00
   3. Dinner $25.00

When professional development / training occurs outside of the State of Colorado and during multiday training, a per diem allowance of $50.00 will be provided to each participant.

1. The tax exempt certificate should be used for purchases whenever possible. Employees will not be reimbursed for sales taxes if the tax exempt certificate should have been used.

Employees may receive travel advances when properly authorized by the individual with budget authority and an extraordinary circumstance that would otherwise prohibit travel. Advances shall not exceed an amount that can be substantiated by the employee based upon the length of anticipated travel.

Employees receiving such travel advances shall complete and submit expense vouchers, accompanied by receipts, to the Business Manager as soon as practical upon their return from travel. If actual reimbursable expenses exceed the employee's advance, the School shall reimburse the difference. However, if the advance exceeds the actual reimbursable expenses incurred, the employee shall immediately reimburse the School for the difference. Receipts not received may become the expense of the employee.

Mileage and other expense reimbursement will be distributed along with other non-payroll checks following normal procedures. Reimbursements require approval/authorization by the Business Manager or Principal within budget responsibility.

All Reimbursements for the Principal will be approved by the Business Manager or the Treasurer of the Board.

School Properties Disposal

The Board of Directors has the authority to sell or lease any property which may not be needed in the foreseeable future upon such terms and conditions as it may approve.

If the property is sold to a state agency or political subdivision of the state, it shall not be necessary to find that the property may not be needed.

Property purchased with federal funding must be disposed of in accordance with direction from the district.

Fundraising Activities

All fundraising programs must be submitted to the Principal for approval before any activity is to begin or announced to staff or students. It is the intention of the Board of Directors that any activity should produce a reasonable amount of profit before a fundraising activity be approved.

Activity Funds are monies collected at the school from pupils, staff members and through fund raising activities. The School acts as Trustee to provide record keeping and oversight functions relating to each of the funds. Activity Fund functions are sometimes unique and do not meet the normal criteria for which the Purchasing Policy was designed.

It is recognized that some of the functions of the Activity Fund are simply to act as a record-keeping device for account/vendor transactions. However, it is expected that whenever possible and practical, the purchasing policy should be followed to ensure that the best possible price and quality are received for these purchases.

Public School Financial Transparency Act Policy

The Leman Academy of Excellence Board of Directors shall comply with the Colorado Public School Financial Transparency Act Article 44 of Title 22, C.R.S. which requires that the school post certain financial documents on its website, a specified format, within 2 clicks of the home page and includes, but is not limited to the following:

* + 1. Two (2) years of budgets (posted within 60 days of adoption)
    2. The Annual Audited Financial Statements
    3. Salary Schedule or policies
    4. A link to the Federal Form 990, 990-EZ or the 990-PF and any associated schedules the charter school files
    5. A link to the district Financial Transparency Website with the individual school site level reporting template
    6. A link to the CDE website where a member of the public may access information or reports that are submitted directly to the department.

Information must be kept on the website for two (2) fiscal years.

Grants and Grant Reporting

The Principal is responsible for the maintenance and implementation of all grants written for the School, as well as meeting the reporting requirements to each grantor. This includes ensuring that all purchases made with federal grant dollars are allowable according to grant guidelines and requirements and the cost principals outlined in the Code of Federal Regulations.

Confidentiality

While all payroll information is private information, general budget and actual expense information is not. This is public information and must be made available to those who ask for it. Budgets and reports shall be generated (collapsed) which give the public information while protecting confidential information. Under no circumstances will the Business Manager or Board Designee, Office Manager, or the Principal violate anyone’s privacy. Records will be kept securely.

Policies Not Addressed

All policies not addressed in the above language will mirror those outlined in the most current Financial Policies and Procedures manual published by the Colorado Department of Education.