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## **DC ANNUAL OPERATING BUDGET**

Prior to July 1 of each year, the Business Manager in conjunction with the Superintendent shall prepare and submit to the School Board for review and approval an estimated budget for the new fiscal year based on grants, contracts, and other sources of revenue available for operation of Enemy Swim Day School.

## **DCB FISCAL YEAR**

The Enemy Swim Day School Board operates under a budget for the fiscal year that begins July 1 and ends June 30 of each subsequent year.

## **DE DEBT LIMITATIONS**

The Superintendent and the Board shall not incur any debt which:

1. Obligates funding which is not within prescribed funding line item guidelines or repayment plan of the debt;
2. Is not within the prescribed and authorized scope of the operation of the School.

## **DF REVENUES**

Funding for the operation of the Enemy Swim Day School and supplementary programs and services required in providing a quality program at the school are derived from federal as well as non-federal resources.

## **DFG LEASING/RENTAL**

The Board sets the guidelines for any leasing/renting of facilities and equipment.

## **DFL INVESTMENTS**

The Board approves all investments and reviews them at regular monthly meetings.

## **DG DEPOSITORY OF FUNDS**

Banking and investment depositories will be approved by the School Board annually at the October re-organizational meeting.

## **DI ACCOUNTING AND REPORTING/ACCOUNTING SYSTEM**

The Enemy Swim Day School Board will establish and utilize a fiscal accounting and reporting system and process to conform with federal and other funding agency requirements. The Business Office shall make monthly financial reports to the Board which contains an account of all receipts and disbursements of school funding in accordance with the fiscal accounting and reporting system of the school.

## **DIC INVENTORIES/DEPRECIABLE ASSETS**

The Business Office shall issue a list of equipment to each designated person. It shall be the responsibility of that designated person to keep complete and accurate count of their inventory and submit a copy of this inventory to the Business Office by the last day of the school year indicating any changes that have occurred (Purchase of new equipment, transferring from one area to another). The Business Assistant shall reconcile master inventory with those submitted by each designated person at the end of the school year and note all changes that have occurred during the year. Enemy Swim Day School depreciates any assets over \$5,000. The Business Manager keeps the listing of assets over \$5,000, reconciles the listing by June 30 of each year, calculates depreciation as of June 30 and makes appropriate journal entries to reconcile to the accounting system for deletions, additions and accumulated depreciation.

## **DID AUDITS**

The Board shall contract for external audits. Audits shall be conducted annually by a certified CPA firm in accordance with all applicable federal, tribal, and state laws. The Board shall review the auditing reports as presented by the auditor and shall implement policy, procedure or other changes which will increase the accountability, documentation, and cost-effectiveness of the overall fiscal management of school funds.

## **DJ EXPENDITURE OF FUNDS**

The Superintendent is authorized to expend funds based on Board approved budgets. Any individual purchase over \$3,000 requires bids and specific Board approval. A minimum of 2 bids or quotes will be obtained prior to the approval unless there is only one vendor available, it is a continuation of services from the prior year, it is for technology licenses and/or maintenance or for emergency repairs to the building and/or equipment.

## **DJA CHECKING ACCOUNTS**

Checking accounts necessary to conduct school business shall be established and maintained in the school official depository.

## **DJAA AUTHORIZED SIGNATURES**

The Superintendent and the Board shall be authorized to be check signers. Expense requests will be approved by the Supervisor, Superintendent and Business Manager. All checks will have two signatures.

## **DJAB CHECK WRITING**

All checks written on behalf of the Board are completed by the Business Manager with the exception of payroll, which is completed by the Business Assistant. No other personnel are authorized to write checks on behalf of the Board. No checks are to be written without the appropriate authorized signatures and attached documentation (purchases requisitions, purchase orders, etc.).

## **DJC PAYROLL PROCEDURES**

All school personnel will be paid in accordance with the contracted amount and terms stated in their annual contract of employment. Any adjustments in pay deemed necessary because of absences, termination or late employment will be made in accordance with the length of the work year approved for specific positions.

## **DJCA PAY PERIOD SCHEDULES**

Employee payroll shall be prepared and distributed on a bi-weekly basis consistent with the pay period schedule approved by the Board, for the duration of the employee's annual contract term. Employee payroll checks will be issued on payday by the Business Office.

## **DJCB PAYROLL DEDUCTIONS**

The Board shall make payroll deductions for the following:

1. Required federal or other taxes
2. Employee share of fringe benefits
3. Tribal entity deductions
4. Deductions required as garnishment due to legal judgment by Tribal Court, federal wage withholdings or tax levies, or court-ordered child support obligations.
5. Other Debts owed to Enemy Swim Day School

## **DJD EXPENSE REIMBURSEMENT**

Reimbursement for expenses incurred by school employees and all others on school business which is approved in advance for official school business shall be reimbursed consistent with the rates set by the School Board at the Re-organizational Meeting. All travel not local or regional must be approved by the Board (Regional includes South Dakota and other locations within a 300-mile radius). A Trip Report and all receipts must be turned into the Business Office within 5 working days from their return from travel. Travelers will receive per diem in advance. The remainder will be reimbursed upon submittal of receipts and Trip Report.

If employee does not travel after receiving travel advance or conference fee has been paid, the advance and conference fee will be deducted from the employee's next payroll check. If a program or funding resource provides reimbursements, these reimbursements must be turned into the Business Office upon receipt.

## **DJEA PURCHASING AUTHORITY**

The purchasing authority is a three-step process. The Supervisor will approve all purchase requisitions based on the need. The Superintendent will approve based on priorities of the school-wide programs. The Business Manager approves the budgetary expenditure. All purchase requisitions must have the Supervisor, Superintendent and Business Manager approval.

## **DJED BIDDING AND QUOTATIONS**

Bids and quotes will be acquired for major improvements over \$10,000. Indian preference will be considered in award of bids by the Board dependent upon cost effectiveness and ability to meet required qualifications of the request for bids. A minimum of 2 bids or quotes will be obtained for small purchases up to \$250,000 prior to the approval unless there is only one vendor available, it is a continuation of services from prior year, it is for technology licenses and/or maintenance or for emergency repairs to the building and/or equipment. Sealed bids are required for construction projects over \$10,000, purchases amounts over \$250,000, and when price is the major factor. Sole source procurement, a non-competitive process can be used for unique (i.e. specific curriculum), public emergency, or when there is a single supplier. TERO guidelines are will be followed.

## **DJEE VENDOR APPROVAL**

Any new vendors that the school anticipates utilizing must be verified according to the vendor website [www.sam.gov](http://www.sam.gov).

## **DJEG PURCHASE ORDERS AND CONTRACTS**

All purchases for the School will be made through the Business Office. Employees are not allowed to make purchases or obligations. Unapproved purchases are subject to denial of payment or reimbursement.

Disbursement of payments for purchased goods and services shall be made on a bi-monthly basis.

## **DJEJ ACCOUNTING DISBURSEMENTS**

- |  |                                |
|--|--------------------------------|
| 1. Fill out purchase requisition   | Employee                       |
| 2. Approval of purchase requisitions   | Supervisor &<br>Superintendent |
| 3. Check out account codes with budget   | Business Manager               |
| 4. Issue purchase order if needed  | Business Assistant             |
| 5. Place order   | Business Assistant             |
| 6. Upon receipt of goods, compare purchase order/ purchase requisition to packing slip.              | Business Assistant             |
| 7. Upon receipt of invoice, compare invoice to purchase order/purchase requisition and packing slip. | Business Manager               |
| 8. A voucher is filled out and signed for approval with invoice and supporting documents included.   | Business Manager               |
| 9. Signed for approval.  | Superintendent                 |
| 10. Prepare cash disbursement batch and post.  | Business Manager               |
| 11. Prepare check from cash disbursement batch.  | Business Manager               |
| 12. Review of vouchers by Board. Authorized check signers to satisfy two signature requirement.      | School Board                   |
| 13. Forward check to vendor and fill in check number and date on voucher.                            | Business Assistant             |
| 14. File voucher and check stubs.  | Business Manager               |

## **DJEJ CASH RECEIPT**

### DRAW DOWNS:

- |  |                  |
|--|------------------|
| 1. Completes ASAP Process.   | Business Manager |
| 2. Prepare cash receipts entry form and code cash to appropriate fund. | Business Manager |
| 3. Create and Post cash receipt batch.                                 | Business Manager |
| 4. File cash receipt form in monthly file folder.                      | Business Manager |

### CASH AND CHECKS:

- |   |                    |
|---|--------------------|
| 1. Receipt log  | Business Assistant |
| 2. Prepare cash receipts form.                                    | Business Manager   |
| 3. Create and Post cash receipt batch.                            | Business Manager   |
| 4. Compare checks and cash to deposit slip and cash receipt form. | Business Assistant |
| 5. File cash receipt form in monthly file folder.                 | Business Manager   |

### CHECK AND BALANCE

- |  |                    |
|--|--------------------|
| 1. Prepare Monthly Financial Report on receipts and disbursements. | Business Manager   |
| 2. Approval of Financial Report                                    | School Board       |
| 3. Reconciliation of Bank Statement                                | Business Assistant |

## **DK FUND RAISING**

The management of Fund Raising is under the immediate supervision of the Business Manager

1. All fundraising must be approved by the Superintendent.
2. All funds raised must be deposited in the appropriate account.
3. The Business Manager shall be responsible for documenting all revenue.
4. Activity Admission charges or fees assessed for sponsored events through student activities shall be established by Superintendent in conjunction with the Athletic Director.
5. The Business Manager shall provide monthly reports to the Superintendent as needed.

## **DL CASH IN SCHOOL BUILDINGS**

All monies shall be deposited in the designated bank on a timely basis. Bank deposits shall be made during regular banking hours.