

## FINANCIAL MANAGEMENT UNDER THE CANOPY SCHOOL

### A. ANNUAL OPERATING BUDGET:

The UTC School Board recognizes that the formation of an annual operating budget that reflects the lawful and judicious expense of state aid monies is essential to the proper management of the school.

Therefore, a budget shall be formulated for each school year. The UTC School Board shall review and vote on each budget. The School Board may also review and provide necessary revisions monthly. In addition, monthly financial reports showing compliance or deviations from the budget shall be provided in the Board packet prior to the Board meetings.

### B. OUTSIDE FUNDING

The UTC School Board shall actively seek all outside funding either through grants or donations by individuals, organizations or businesses interested in the school's educational welfare and advancement of educational objectives. The UTC School Board urges and supports its faculty in seeking such financial assistance for the school. The donation of "in kind" donations will be accepted and acknowledged where appropriate.

### C. ACTIVITY FUND INFORMATION

An Activity Fund is a fund that allows the collection and disbursement of funds for student activities. Income or revenue resulting from the operation of student organizations or club projects shall be deposited within the school Activity Fund. Activity Funds shall not be used for any purpose other than that for which the account was originally created. The UTC School Board approves all Activity Fund accounts and the purposes for which monies can be expended at the beginning of each fiscal year. Each account will be assigned a project number and an account custodian or sponsor.

### D. FUNDRAISERS

1. Funds shall be raised for a student activity only when there is a clearly established need for revenue for a specifically approved purpose.
2. The Head of School will coordinate all fund-raisers with student organizations, Family Council, and the Foundation, if any, to ensure that fundraisers are properly spaced throughout the year.
3. Fund-raising must be approved by a Principal, filling out the Fundraiser application to the extent possible before the fundraiser, will help ensure approval. Fund-raisers cannot begin before approval.

### E. ACTIVITY FUND DEPOSITS

1. It is the responsibility of the custodian/sponsor to obtain a receipt book and return all receipt book(s) to the Finance Clerk at the end of the event and/or school year. All monies received by a custodian/sponsor should be deposited with the Finance Clerk on the same day. A receipt for each deposit will be issued by the Finance Clerk. There is a lockbox at the Finance Clerk's office to use as a depository, in the absence of the Finance Clerk.
2. Funds received from fund-raising must be deposited with the Finance Clerk to be credited to the specific Activity Fund account **within 24 hours of receipt**.

### F. ACTIVITY FUND EXPENDITURE

To expend money from an Activity Fund account:

1. The Activity Fund sponsor will complete the Requisition Form (on-line) with all of the information

- needed to contact the supplier/vendor, address, prices, shipping amounts and product numbers. The Requisition needs to have the correct Activity Fund account number for the club or organization.
2. The Requisition needs to be given to the Finance Clerk, who will assess the balance of the Fund account and determine if the funds may be expended.
  3. After the Requisition has been approved by the Head of School, the Finance Clerk will order any materials needed, if the teacher has any receipts, invoices or packing slips, they need to be given to the Finance Clerk so that payments can be made.
  4. The Activity Fund Account must have funds available in the account before approval of a Requisition. Therefore, Sponsors must collect funds and make the deposits 7 to 10 days prior to executing the requisition.

## G. FISCAL MANAGEMENT AND ACCOUNTING

1. It shall be the policy of Under the Canopy to create and maintain accounting, billing, and cash control policies, procedures and records which are consistent with Generally Accepted Accounting Principles (GAAP) and which meet the requirements of state and federal statutes and regulations, including any Oklahoma state regulations. These accounting, audit, and financial management policies are designed to:
  - a. Protect and secure the assets of Under the Canopy School;
  - b. Ensure the maintenance of accurate records of Under the Canopy School's financial activities;
  - c. Ensure compliance with governmental and private funder reporting requirements.
2. In addition, all money/revenue and expenses/purchases shall be handled in the following manner:
  - a. Bank accounts are established as required by donors and funding requirements.
  - b. All forms of payment for \$5,000 or more written on Under the Canopy accounts require two signatures.
  - c. Individuals authorized to expend funds include the Executive Director of Under the Canopy School, the Chair, and the Treasurer of the Board, and such other persons who have been authorized to expend funds by formal approval of the Board of Directors.
  - d. Bank reconciliations to the general ledger are to be done monthly by the Treasurer and reported to the Executive Director.
3. To properly manage funds Under the Canopy School receives through any source, an annual budget review and an independent external audit will be completed. These shall be scheduled by no later than April 1 of the previous school term. The areas to be audited may be amended as the UTC School Board deems necessary. A report of the review and audit shall be made available to the UTC School Board. This report shall also be made available to appropriate district and state education officials. The review and audit shall include recommendations for alteration or revision of Under the Canopy School's policies, budgets or procedures. An independent external audit shall be conducted yearly following each fiscal year to ensure the accuracy of financial statements and reporting. This shall be conducted no later than June 1 of each contract year.

## H. PURCHASING

1. The UTC School Board requires that funds expenditure on the school's behalf should be done with the students' best interest in mind. It is the UTC School Board's intent that only those goods and services that exhibit the best in quality, serviceability, value and educational efficacy be selected. Accounting for the expense of public funds shall be maintained using the Oklahoma Cost Accounting System (OCAS) system.
2. The Operations Manager will follow the following guidelines:
  - a. The Operations Manager will determine the requisition request form's format and the specific details to be required. The UTC School Board will approve the form and any subsequent revisions prior to its use. The minimum information will include the item, quantity, detailed product or service description, vendor sources and the fund that the purchase will be charged against. All purchases will be accounted for under the OCAS system established by the Oklahoma Office of State Finance (OSF).
  - b. Instructors and staff members will forward all purchase requests to the Operations Manager with the appropriate supporting documentation on the purchase requisition request form. The Operations Manager will review the purchase, and if required, submit the request to the UTC School Board for approval.
3. Because of emergencies and various market conditions, it is impossible to make hard and fast rules regarding the way in which all purchases will be made. However, the UTC School Board shall use the following guidelines to administer the purchasing process:
  - a. When purchasing goods or services with a value of more than \$10,000, telephone or written quotations, from at least three vendors, are required prior to submitting the purchasing request to the board for approval. When purchasing goods or services with a value greater than \$10,000.00, the UTC School Board will determine the need for a formal sealed bid. If a formal sealed bid is required, the School Board will establish the appropriate time frame for the bidding process and issue written bid specifications to interested vendors.
  - b. When purchasing goods or services with a value greater than \$10,000, the payment check will require the board chair's signature and the board secretary's signature.
  - c. It is the UTC School Board's intent to comply with the purchasing guidelines established by state statute in the use of state funds.
4. The UTC School Board anticipates the use of grants and awards obtained through state, federal and private sources. The School Board is aware that specific requirements may apply to each individual source of funds, and establishes the following guidelines:
  - a. When purchasing goods or services using specially appropriated funds (*i.e.*, federal, state or private grants, special appropriations, etc.) the treasurer will establish a specific expenditure policy in accordance with the guidelines established by the fund grantor. The UTC School Board will approve these guidelines that will then be followed in the approval of all purchases from the specified funds.
  - b. Authorized purchases are those made pursuant to a purchase requisition and approved according to the Operations Manager's and/or the UTC School Board's established policy. Under the Canopy School employees are subject to personal liability, disciplinary action and/or criminal prosecution for any unauthorized purchases.

## I EXPENSE REIMBURSEMENTS

1. The UTC School Board recognizes that from time to time, individuals will need to be reimbursed for expenses. Some of these funds will be reimbursed from state-allocated funds while it is appropriate to reimburse others out of Under the Canopy School funds. In either case, the following procedure will be followed:
2. For an individual to be reimbursed for an expenditure, the Head of School must pre-approve it. An expense estimate, description and intended use must be submitted in writing to the Head of School. If the amount for reimbursement exceeds \$1,000.00, then the UTC School Board must approve it.
3. After the approved expense has been made, a receipt or receipt for expenses must be presented to the Head of School. This report should include all receipts, copies of airline tickets or itineraries, hotel receipts, a log of car mileage with date of travel, destination and any other information that will aid in the support of the financial claim.
4. Reimbursements will not be made for the following:
  - a. Gifts
  - b. Personal loans
  - c. Cashing personal checks
  - d. Personal expenses

## J. CREDIT CARD POLICY

The preferred payment method is through vendor invoices and checks. This method allows for budget compliance and ensures that the organization gets certain discounts and does not pay sales taxes. However, in some cases, this is not feasible for a variety of reasons. As such, the school will have a limited number of credit cards.

1. The credit card cannot be used for cash advances, personal or non-business-related purchases.
2. Card numbers should not be distributed and should not be saved in online accounts to which others have access.
3. The designee is responsible for ensuring the credit card purchases are within budget and properly approved.
4. Cards will be issued by the finance clerk only after written authorization in the form of a request for purchase. Cards will be issued only for the time period that they are needed and will be returned to the finance clerk after use.
5. Receipts must be signed and turned in to the finance clerk no later than one week after purchase. Receipts must be taped to a sheet of 8.5" x 11" plain paper, with the amount matching the statement circled.
6. Any receipts for meals or entertainment must clearly indicate the names of all persons attending the meal and the business purpose of the meeting.