

MEDFORD AREA PUBLIC SCHOOL DISTRICT

Board of Education Policy Committee Meeting
District Office
124 W. State Street
Medford, WI 54451

January 4, 2023
11:00 a.m. – 1:00 p.m.

AGENDA

Policies for Second Reading

DFB	Fund Balance
DFE	Gate Receipts and Admissions
DFEA	Free Admissions
DGA	Authorized Signatures

(Motion to accept 2nd reading)

Policies for First Reading

DGD	Procurement Card Program
DH	Bonded Employees and Officers
DI	Fiscal Accounting and Reporting

Review/Consideration

Editorial Changes

Any other policy business that may arise.

Next Meeting Date: Wednesday, February 1, 2023.

MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

January 4, 2023

SECOND READING

Policy Code	Policy Title
DFB	Fund Balance
DFE	Gate and Receipts Admissions
DFEA	Free Admissions
DGA	Authorized Signatures

FILE: DFB

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: September 15, 2011 FILE SECTOR: FISCAL MANAGEMENT
DATE REVISED: September 15, 2016 POLICY TITLE: FUND BALANCE
DATE REVISED:

The Medford Area Public School District recognizes the need to maintain an adequate unassigned fund balance in the General Fund as a safeguard to address unexpected expenses and unrealized revenues and to reduce the need for short-term borrowing.

Fund Balance amounts will be reported in conformance with generally accepted accounting principles and shall be reclassified not less than the end of each fiscal year (June 30) for general purpose financial statements. Any budget account fund balances at the end of a given year that are not classified as nonspendable, restricted or committed will be added to the District's unassigned fund balance in the General Fund. The District shall report inventories, long-term receivables and amounts legally or contractually required to be maintained intact as nonspendable. The fund balance for the spendable portion of permanent funds and balance, if any, in the special revenue trust fund, debt service funds, food service fund, community service fund and any other fund established by a regulatory authority shall be classified as restricted.

The board of education (BOE) may, from time to time, commit fund balance resources for a specific purpose. Such action shall be taken in an open meeting and requires the approval of the BOE. To the extent BOE action regarding any fund balance amounts under this policy constitutes a change in the amounts of the appropriations or the purposes for such appropriations as stated in an adopted school district budget, a two-thirds vote of the entire membership of the BOE shall be required, and a legal notice of the action taken shall be issued as required by law. Commitments, once made, can be modified or removed only by similar BOE action. The BOE delegates authority to assign fund balance resources for a specific intended purpose to the district administrator. The assignment of fund balance resources for a specific purpose must be reasonably justified, documented and reported to the board.

Fund balance resources shall be spent in the following order when various funding sources are available for a particular purpose: (1) restricted fund balances, (2) committed fund balances, (3) assigned fund balances and (4) unassigned fund balances.

The district will maintain a minimum unassigned fund balance in its General Fund ranging from 15% to 25% of the subsequent year's budgeted expenditures and outgoing transfers.

CROSS REFERENCE: DEFINITIONS ← *click*
LEGAL REFERENCE: GASB Statement No. 54

*← on the district website
to see definitions*

2.

FILE: DFE

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: October 8, 1991 **FILE SECTOR: FISCAL MANAGEMENT**
DATE REVISED: September 18, 2003 **POLICY TITLE: GATE RECEIPTS**
DATE REVISED: February 16, 2017 **AND ADMISSIONS**
DATE REVISED:

Admission receipts from school events shall be controlled by the administrative staff. The district administrator, or their designee, shall be responsible for the administration and supervision of all phases of school events for which an admission is charged.

Records shall be maintained by the business department to provide chronological and accounting data for subsequent review and analysis.

Receipts are deposited in the appropriate district bank account.

CROSS REFERENCE: DFEA
LEGAL REFERENCE:

FILE: DFEA

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED **October 8, 1991** **FILE SECTOR: FISCAL MANAGEMENT**
DATE REVISED: **October 16, 2003** **POLICY TITLE: FREE ADMISSIONS**
DATE REVISED: **March 16, 2017**
DATE REVISED:

Medford Area Public School District (MAPSD) will issue courtesy activity passes, which are good for most district sporting events, to the following:

- All board of education members and MAPSD employees. The All Sports Booster pass is valid for the employee/board of education member, their spouse and children up to termination of employment or office along with students enrolled in the school district.
- Residents of the district who are sixty-five (65) and older may request a Lifetime Golden Pass. In addition to sporting events, this may entitle the holder to reduced admission at other district events.
- Other residents of the district as determined by the district administrator and/or their designee.

Neither pass is valid for WIAA or Conference tournaments or other specifically excluded events.

Passes will be issued through the office of the activities director.

CROSS REFERENCE:
LEGAL REFERENCE:

MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

January 4, 2023

FIRST READING

Policy Code	Policy Title
DGD	Procurement Card Program
DH	Bonded Employees and Officers
DI	Fiscal Accounting and Reporting

Recommended Policy
from Audra

FILE: DGD

New -
See current
policy next
page

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: May 15, 2008 **FILE SECTOR: FISCAL MANAGEMENT**
DATE REVISED: April 20, 2017 **POLICY TITLE: PROCUREMENT**
DATE REVISED: **PURCHASING CARDS**

Medford Area Public School District Board of Education (BOE) recognizes that bank credit cards ("purchasing cards") offer an alternative to existing procurement processes and provide a convenient, efficient method of purchasing minor goods and services. Board employees authorized by the District Administrator may use purchasing cards only for school-related purposes in accordance with this policy and any related administrative guidelines. Purchasing cards shall not be used to circumvent the general purchasing procedures required by law and BOE policy.

All approved cardholders must agree to abide by purchasing card procedures and regulations set forth in this policy and related administrative guidelines. All transactions must be made by the individual to whom the card is issued. To combat potential fraud, any employee that is issued a purchasing card must review all statements received within a reasonable period of time after receipt to assure that all purchases are ones that the employee made.

Purchasing card providers shall be provided no individual cardholder information (e.g., credit records or social security numbers) other than the individual cardholder's work address.

The business manager shall conduct independent regular monthly reviews of each cardholder's activity to verify that the purchasing card is being used in accordance with this policy and administrative guidelines.

Cardholders must use common sense and good judgment when using school resources. This policy and related administrative guidelines cannot cover every issue, exception, or contingency that may arise during the cardholder's use of the purchasing card.

Cardholders will immediately surrender their cards upon request of District Administrator for administrative reasons, and shall surrender their cards upon separation from employment.

The purchasing card may never be used for alcohol, personal items or services, nor is the personal gain of credit card rewards such as bonus points, frequent flyer miles, or any other affinity program reward permitted under any circumstances.

CROSS REFERENCE:
LEGAL REFERENCE:

Current policy

FILE: DGD

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: May 15, 2008

FILE SECTOR: FISCAL MANAGEMENT

DATE REVISED: April 20, 2017

POLICY TITLE: PROCUREMENT CARD

DATE REVISED:

PROGRAM

A procurement card program has been established to provide an expedient receipt of items and to reduce the paperwork and handling costs associated with the payment of these purchases. The procurement card program delegates the authority and capability of purchasing items directly to designated cardholders.

CROSS REFERENCE:

LEGAL REFERENCE:

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: May 15, 2008
DATE REVISED: April 20, 2017
DATE REVISED:

FILE SECTOR: FISCAL MANAGEMENT
POLICY TITLE: PROCUREMENT CARD
PROGRAM

Procurement Card Program Management

The ~~Director of Business Services~~ business manager is responsible for the overall management of the procurement card program. District office personnel will be assigned duties or tasks associated with the procurement card program.

Obtaining a Procurement Card

- Principals/supervisors may recommend personnel to become cardholders by contacting the Director of Business Service's office.
- District administrator shall determine whether ~~or not~~ the employee will be considered for cardholder privileges. The decision on cardholder status will take into account the employee's job responsibilities and type/frequency of purchases made by that employee.
- The employee will sign the procurement card use agreement before a card is issued in his/her ~~his/her~~ their name. Signature of the form acknowledges that the employee understands the procedures and responsibilities of a cardholder.
- Upon issuance of the Procurement Card to the staff member, the ~~Director of Business Services~~ business manager will set monetary and vendor purchasing limits on the procurement card.
- The district business office shall maintain all the records of procurement card application, cardholder issuance form/use agreement, limits, cardholder transfers, and lost/stolen/destroyed card information.
- The ~~Director of Business Services~~ business manager will establish individual cardholder maximum dollar amounts or purchase limits (single transaction and monthly). The maximum purchase or transaction limits for cardholders will take into consideration the employee's job responsibilities and type/frequency of purchases made by that employee. Any long term increases to the maximum purchases or transactions limits beyond the standard amounts require approval of the cardholder's principal/supervisor and the ~~Director of Business Services~~ business manager.

Occasionally, a unique situation may require a purchase that exceeds a cardholder's established limits. When such a purchase is required, the cardholder's principal/supervisor and the ~~Director of Business Services~~ business manager must approve the purchase in advance. Upon approval, provisions will be made by the district office to process the purchase.

Guides for Card Use

The procurement card that the cardholder receives has his/her their name embossed on it and shall be used only by that cardholder. The cardholder is authorized to make transactions on behalf of others in his/her their own school or departments. However, the cardholder is ultimately responsible for all use of his/her their card. The cardholder will receive pre-authorization for a purchase from his/her their principal/supervisor, either verbally or through the requisition process.

Use of the procurement card shall be limited to the following conditions:

- The total value of a good or service shall not exceed a cardholder's purchase limit(s) as established by the ~~Director of Business Services~~ business manager.
- Purchases shall not be split into multiple transactions to stay within the purchase limit(s).
- All items purchased "over the counter" must be immediately available at the time of procurement card use. No back ordering of merchandise is allowed.
- The cardholder shall inform the vendor that the purchase is NOT subject to sales tax as the District is tax exempt. The cardholder will be required to reimburse the District of any sales tax charged by the vendor if the cardholder is responsible for the error and it cannot be corrected.

Unauthorized Procurement Card Use - procurement cards shall NOT be used for the following:

- Personal purchases or identification.
- Gift cards or ATM cash withdrawals.
- A single transaction that exceeds the cardholder's single purchase limit.
- Daily or billing period purchases which exceed the cardholder's purchase limits.
- Purchases intended to bypass the District purchasing procedures.
- Purchases split to circumvent purchase limits or competitive price solicitation (bidding requirements).
- Meals or travel expenses unless specifically authorized.
- Capital equipment (unit cost of \$500 or more), unless specifically authorized.
- Telephone calls.
- Telecommunications equipment (i.e. phone, pagers, or cellular phones).
- Alcoholic beverages, drugs, or pharmaceuticals.
- Insurance.
- Memberships, unless specifically authorized.
- Hazardous materials.
- Furniture, unless specifically authorized.
- Computer hardware, software or peripherals, unless specifically authorized.
- Leases/Rentals of facilities/property.
- Purchases that require a contract.
- Consultants or temporary help.

- Services from a "Tax Reportable" or a "1099" vendor. A tax reportable or 1099 vendor is defined as an individual, sole proprietorship, or limited partnership, which is paid more than \$600 per calendar year for services. All medical and/or attorney's fees are considered tax or 1099 reportable, regardless of their status.
- Purchases from companies outside the United States.

Consequences of failure to comply with procurement card procedures

Any misuse/abuse of the card or failure to comply with the procedures will result in the following cardholder consequences:

- Revocation of card.
- Disciplinary measures (up to and including discharge of the cardholder).
- If the misuse involves personal transactions, the cardholder must repay all personal amounts charged by check or payroll deduction within 30 days of the transaction. In addition, the cardholder indemnifies the Board of all costs associated with investigation of procurement card misuse including all District legal fees and expenses.

Merchant Restrictions

The ~~Director of Business Services~~ **business manager** may establish restrictions on specific vendors or merchant categories for each cardholder. The vendor merchant category restrictions for cardholders will take into consideration the employee's job responsibilities and type/frequency made by that employee.

General Instructions for Card Use

Upon issuance of card, the cardholder will receive a procurement card folder. This folder will contain a sample of the procurement card record, a copy of the Board policy on procurement cards, and a copy of the signed procurement card use agreement.

For "over the counter" orders, the cash register receipt and the purchasing card receipt should be reviewed prior to signing to be sure:

- Sales tax was not charged
- Any discount offered was included
- Sales price is accurate

For telephone orders, the vendor should be directed to include the following information on the shipping label and packing list:

- Cardholder's name, school/department, and telephone number
- Complete delivery address
- The words "Procurement Card Purchase"
- The vendor's order number
- Tax exempt status

For fax orders, a copy of the fax order form should be retained in the procurement card folder.

For internet orders, procurement cards can only be used on secure websites.

Cardholder Record Keeping

- Whenever a procurement card purchase is made, documentation shall be retained as proof of purchase. Such documentation will be used to verify the purchases listed on the cardholder's statement.
- All returns should be noted on the original receipt and all related documents (credit memos, credit receipts, etc.) should be stapled to the original receipt and filed in the procurement card folder.
- If for some reason the cardholder does not have the documentation of the transaction to include in the procurement card folder, ~~he/she~~ **they** must provide a written explanation that includes a description of the items, date of purchase, merchant's name and why there is no supporting documentation.
- After receiving training on the procedure, the cardholder will enter the proper account number for each transaction on the details online website provided by the Bank of Montreal/Harris Bank.

Review & Reconciliation of Transactions

NOTE: All procurement cardholders will receive a copy of the billing statement from the district office at the end of the billing cycle. Within 10 working days of receipt of the purchasing card monthly statement, the cardholder shall match each transaction (receipt, credit memo, invoice, any shipping documents, etc.) to the statement, checking off those transactions that have been verified. Cardholder will also notify the ~~Director of Business Services~~ **business manager** of any discrepancies or variances on the statement.

1. If the transaction(s) is/are not on the statement, the supporting documentation (receipt, packing slip, etc.) should be retained in the procurement card folder until the next billing cycle. If a purchase or credit does not appear on the statement after 60 days of the date of purchase or credit, the cardholder shall notify the ~~Director of Business Services~~ **business manager**.
2. After statement review, the cardholder shall sign the procurement card record form, certifying reconciliation, the account number(s) and approval of purchases. All supporting documentation for that billing cycle period should be stapled to the procurement card record form, along with the statement, and be given to the cardholder's supervisor for approval.
3. The cardholder's principal/supervisor shall review the cardholder's transactions and confirm with the cardholder the following items as a minimum:
 - Receipts and shipping documents exist for each purchase
 - Goods were received or the services performed
 - Cardholder has complied with District purchasing procedures
 - All purchases benefitted the District
 - Each purchase is being charged to the proper account

The Supervisor must use a "live" signature, not a stamp. It is the Supervisor's responsibility to report any discrepancies found.

4. The administrator/principal/supervisor will forward the signed procurement card record with all documentation and statements attached to the ~~Director of Business Services~~ **business manager** at the district office within 10 working days of receiving the documentation from the staff member.

Returns, Credits, and Disputed Items

The cardholder is responsible for following up with the vendor or bank on any erroneous charges, disputed items or returns, as soon as possible.

Any items purchased with the procurement card that are returned must be returned for credit. Cardholders shall not accept a refund in cash or by check.

If the goods are returned in person, the original receipt must accompany the goods. A copy of the credit receipt for the returned goods must be obtained. Record the return on the original receipt and staple any credit memos issued by the vendor to that receipt.

If the cardholder has a disputed charge and cannot reach resolution with the vendor, the cardholder should document in writing the problem and send it to the card issuer with a copy to the ~~Director of Business Services~~ **business manager** at the district office. The card issuer must receive this written notice within 60 days of the date the card issuer sent the first statement or transaction file.

All documentation of credits, returns, and exchanges should be kept in the cardholder's procurement card folder until used to reconcile the monthly statement.

Card Security

It is the cardholder's responsibility to safeguard ~~his/her~~ **their** procurement card and card account number. The only person authorized to use the procurement card is the person whose name is on the front of the card and who completed the procurement card use agreement form. Cardholders shall not lend their procurement card or account number to anyone.

The cardholder's statement should be carefully reviewed to ensure no unauthorized purchases were made.

A violation of the card security procedure will result in the cardholder having ~~his/her~~ **their** card withdrawn and may subject them to disciplinary action.

Reporting Lost or Stolen Cards

If the card is lost or stolen, the cardholder shall immediately notify the card issuer. The cardholder shall then contact the ~~Director of Business Services~~ **business manager** at the district office.

The school/department is responsible for paying all charges resulting from stolen or misused cards until the card issuer has been notified.

Random Audits

The ~~Director of Business Services~~ business manager will conduct random audits of procurement card use. The primary purpose of these audits is to ensure that the procurement card program procedures are being followed and that:

- Purchase volume appears reasonable.
- The card is being used for appropriate transactions.
- Documentation is complete.
- Items purchased are in District possession.

Cardholder Separation of Employment

A cardholder who leaves employment of Medford Area Public School District shall return their procurement card to their Supervisor. The Supervisor is responsible for contacting the ~~Director of Business Services~~ business manager, who will cancel the card. Returned procurement cards are not reissued to other employees for use. The Supervisor shall cut the card in half prior to returning it to the ~~Director of Business Services~~ business manager.

Payment to Card Issuer

Payment to the card issuer shall be completed within the terms specified on the account statement after the billing cycle ends.

MEDFORD AREA PUBLIC SCHOOL DISTRICT

PROCUREMENT CARD USE AGREEMENT

AGREEMENT made this ____ day of _____, 20____, between the MEDFORD AREA PUBLIC SCHOOL DISTRICT BOARD OF EDUCATION, Wisconsin (hereinafter the "Board"), and _____, residing at _____ (hereinafter the "Staff Member").

WITNESSETH:

WHEREAS, by this agreement the Staff Member has been entrusted with a procurement card (hereinafter the "P-Card") for use in the purchase of goods and services solely and exclusively for the authorized business purposes of the Board; and

WHEREAS, the Staff Member agrees to abide by the terms and conditions of the P-Card as set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth herein, it is agreed by the Board and the Staff Member as follows:

1. The Board hereby issues the Staff Member P-Card # _____.
2. The Staff Member hereby agrees to immediately return the P-Card upon request.
3. The Staff Member shall not use the P-Card for the purchase of any goods or services that are not authorized by the terms of Board policy or this agreement or by the direct written approval of the ~~Director of Business Services~~ **business manager** or district administrator.
4. Staff Member shall submit receipts and such other reasonable documentation of goods or services purchased as prescribed by or requested by the ~~Director of Business Services~~ **business manager** or district administrator.
5. Staff Member shall promptly review and submit to their principal/supervisor the monthly P-Card transaction statement for accuracy within 10 days of receipt of the statement. Staff member will immediately notify the ~~Director of Business Services~~ **business manager** of any errors, omissions, or discrepancies in the statement.

Staff Member will submit the statement along with attached receipts and record of P-Card purchases to principal/supervisor for approval.

6. Staff Member shall immediately notify the bank in the event of a possible loss, theft or unauthorized use of the P-Card by notifying the Bank by phone at (888) 267-7838. Staff Member shall also immediately notify the ~~Director of Business Services~~ **business manager** of possible loss, theft, or unauthorized use of the P-Card.
7. Staff Member shall immediately indemnify the Board of any improper or unauthorized expenditure and for any and all costs and expenses (including attorney's fees and expenses) incurred by the Board in recovering improper or unauthorized expenditures by the Staff Member.
8. No gift cards or ATM cash withdrawals may be purchased with a P-Card.
9. Purchases should be made for budgeted items.
10. Use of this P-Card shall be for business purposes, and not for personal, family, or household purposes (non-business purposes). Any unauthorized or improper purchase may result in termination of P-Card privileges and will require Staff Member to reimburse the Board by check or payroll deduction within 30 days of transaction date for said recovery.
11. Gross misconduct in the use of this P-Card will result in disciplinary action up to and including termination of employment.
12. This agreement may not be modified in any way without the approval of the Board.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement the day and year first above written.

By Authority of the School Board:

Staff Member:

~~Director of Business Services~~ **Business Manager**

Print Name

Signature

FILE: DI

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: October 8, 1991 FILE SECTOR: FISCAL MANAGEMENT
DATE REVISED: June 18, 1998 POLICY TITLE: FISCAL ACCOUNTING AND
DATE REVISED: October 16, 2003 REPORTING
DATE REVISED: May 18, 2017
DATE REVISED:

The ~~district administrator~~ **business manager** ultimately shall be responsible for receiving and properly accounting for all funds of the district.

The accounting system used shall conform with requirements of the State **Wisconsin** Department of Public Instruction and with generally accepted accounting practices, providing for the appropriate separation of accounts, funds and special ~~moneys~~ **monies**.

The board of education (**BOE**) shall receive monthly financial statements from the ~~district administrator~~ **business manager** showing the financial condition of the district. Such other financial statements as may be determined necessary by either the ~~board of education~~ **BOE** or the district administrator shall be presented.

The district administrator shall ~~also~~ be responsible for student accounting and shall report enrollment and attendance as required by the State **Wisconsin** Department of Public Instruction.

CROSS REFERENCE:

LEGAL REFERENCE: Sections 73.10, 115.28(13), 115.30, & 121.05 (i) Wis. Stats.

18.