



## **BEEHIVE SCIENCE & TECHNOLOGY ACADEMY**

### **FISCAL POLICIES**

#### **1. STATEMENT OF PHILOSOPHY**

Beehive Science & Technology Academy believes that it is crucial to maintain a financial management structure to support decision-making responsibilities of the school administration and of the school board.

#### **2. STATEMENT OF PURPOSE**

The main purposes of the fiscal policies set here are:

- i. To engage in thorough advance planning, with broad-based staff and community involvement, in order to develop budgets and to guide expenditures so as to achieve the greatest educational returns and the greatest contributions to the educational program in relation to dollars expended.
- ii. To establish levels of funding which will provide high quality education for the school's students.
- iii. To use the best available techniques for budget development and management.
- iv. To provide timely and appropriate information to all staff with fiscal management responsibilities.
- v. To establish maximum efficiency procedures for accounting, reporting, business, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.

#### **3. POLICY STATEMENTS**

##### **3.1. FISCAL YEAR:**

The fiscal year for the Beehive Science & Technology Academy is July 1 to June 30.

##### **3.2. ANNUAL OPERATING BUDGET:**

The annual operating budget is the means by which the School Board secures adequate financial resources for its educational programs and daily operation of the schools. The budget also provides a basis for accountability in financial management.

Preliminary planning and preparation of the annual budget is accomplished by the Executive Director. The School Board adopts the budget for the next fiscal year on or before June 30 of each year in an open and public meeting. The School Board holds the legally required public hearings on the budget on or before the date of the open and public meeting in which the budget is adopted.

### **3.3. RESPONSIBILITY:**

The Executive Director is responsible for the financial management of the school. The Executive Director ensures that all policies enacted by the school board and the local authorities are complied with, that all accounting records are recorded and maintained accurately, and that all financial reports are prepared and submitted timely. The Executive Director may delegate his function –either full or in part – to the school business manager or an authorized agent ensuring that he/she maintains control and responsibility over fiscal management.

### **3.4. TYPES OF FUNDS**

Beehive Science & Technology Academy will have minimum number of funds for sound fiscal management. Type and functions of the funds shall be determined and approved by the school board. Major types of accounts and their descriptions are as follows:

- General Fund: The fund designated to account for the general operation of the school and all other financial resources of the school except those accounted for in another fund.
- Child Nutrition Fund: Federal regulations require that the Child Nutrition Fund be accounted for separately if the school involves in Federal child nutrition program. All revenues and expenditures related to Food Services should be recorded in this fund. The Food Service Fund may not transfer money to any other fund. Any fund deficit at the end of the year must be eliminated through an operating transfer from the General Fund. Any fund balance must be retained for future use for Food Service.
- PTO Fund: This fund is optional and will be utilized only if the financial activities engaged by PTO of the school involve a total budget of \$50,000.00 or more.

### **3.5. RETURNED CHECK POLICY:**

The school shall permit individuals to use personal checks for the transaction of business with the school. If the check is returned for any reason the following shall apply:

- A service fee to cover the bank charge and bookkeeping charge will be assessed. This fee will be a reasonable amount no less than the amount the bank charges the school account. The charge may be waived by the Business Manager if the error was caused by a financial institution, and the appropriate documentation is submitted.
- Any person who has a check returned to the school on more than four occasions shall not be allowed to write checks to the school; only cash or a cashier's check will be accepted for the remainder of the year.
- Any person whose check is returned to the school should reimburse the school all the fees and Executive Director amounts within 30 days. The person shall be so informed by a letter from the Administration. After 30 days the matter may be turned over to the legal authorities.

#### **3.5.1 Cash Receipts:**

Beehive understands the importance of proper handling and accounting for all cash receipts, including currency, coin, checks, ACH transactions, and credit card transactions. Any Beehive administration, licensed educators, staff, students, organizations, or individuals that handle cash receipts or accept payment in any form on behalf of Beehive will do in compliance with applicable state and federal laws. All receipting of funds at the school will be done at the front office through the designated secretaries. Teachers

and staff should not accept funds in their classrooms or in unapproved off-site locations. Only director may open bank accounts for the receipting or expending of public funds associated with school-sponsored activities. All funds will be kept in a secure location controlled by the front office until the funds are deposited in a school-approved fiduciary institution. Funds will be deposited daily or within three business days after receipt, in compliance with Utah Code 51-4-2(2)(a), in a school-approved account. Employees should never hold funds in any location for any reason. Cash receipts must not be taken home by employees or volunteers, or left in classrooms. All checks are to be made payable to Beehive and restrictively endorsed upon receipt. Checks are not to be made payable to an employee, a specific department, or a program. Cash should always be verified. Where verification is difficult, cash should be counted by two individuals. Documents should be available, and should demonstrate that proper cash controls are in place (signatures for approval, tally sheets, reconciliations, etc.).

### **3.5.2. SALES TAX EXEMPTION:**

Sales and rentals to schools are tax exempt. To qualify as a sale to a public school, the purchase must be made with the school's funds. Tax exempt purchases must be supported by a signed and completed Tax Commission form TC-721, Exemption Certificate. The Director may issue the form as needed for school purchases made by employees. The school's tax exempt number must be entered by the cashier at the time of purchase so employees should ensure they understand the process before making purchases using school funds. The school's sales tax number may not be used for non-school or personal use. Before offering an item for sale or rental in the school (not including items needed for classroom activities), employees should verify sales tax requirements with the Director.

### **3.6. REGISTRATION FEE:**

Students are required to pay a non-refundable registration fee when they enroll the school. The amount of the registration fee for each year will be determined by the Executive Director and may not be more than \$195 (one hundred ninety five dollars). The school will waive the registration fee for students who have a fee waiver. An option will be given to the students to pay the fee in installments in consultation with the office manager.

Registration fees will be maintained in a separate account.

### **3.7. BOOK DEPOSIT:**

Beehive Science & Technology Academy does not charge book deposit. At the end of the each school year, two appointed staff members will collect the distributed textbooks and evaluate their conditions. For any textbook that is misused due to carelessness or neglect, the school may charge the student a fine.

### **3.8. PURCHASING:**

The primary business duty of the school administration is to ensure the most effective and fair use of public funds. Therefore, all purchases shall be made at the best price available, giving consideration to quality, conformity to specifications, suitability to the requirements of the educational system, delivery terms, and past performance record of the bidder. The School Board authorizes the Executive Director and/or business manager to purchase and supervise the purchasing of all materials, goods and supplies for the school in accordance with State law and policy guidelines set forth here. Whenever possible, goods or services shall be bid. The lowest bid or price may be rejected if it is deemed to be in the best interest of the School. The

Board reserves the right to accept a bid, and reject any and all bids, if it is to the advantage of the School. The School shall not be obligated to purchase any item locally that can be secured at a savings from outside vendors. However, if cost, quality and delivery of goods or services are comparable, the purchase will be made from local merchants.

### **Purchasing Guidelines:**

#### ***Purchase Order:***

1. The Executive Director is authorized to issue purchase orders for amounts less than \$20,000.00 without prior approval of the Board when budget appropriations are adequate to cover such obligations.
2. The expenditure of any sum in excess of \$20,000 for supplies, equipment, or services requires prior approval of the Board except for the emergency purchases. Such emergencies may arise as a result of an accident or other unforeseen occurrence, which could affect the welfare, or safety of students or staff in the School. Such purchases shall be reported to the School Board at the first practicable opportunity.
3. Any purchase order issued needs to be approved by the Executive Director or by an authorized agent.
4. Copies of the purchase orders should be kept for records.

#### ***Check Issuance:***

1. All checks written for amounts \$5,000.00 or greater shall be signed by the Executive Director and countersigned or electronically authorized by the Board President or a newly appointed signatory. In the absence of Executive Director one newly appointed signatory may sign the checks.
2. All checks under \$5,000.00 can be signed by one newly appointed signatory, but not the business manager.
3. All checks should include the any specified check messages.
4. Any check may include payment for more than one invoice. Necessary explanation should be listed on the check.

#### ***Bids***

1. All purchases of goods or services in the amount of \$5000 or more shall be made on the basis of bids/quotations, preferably at least two. Bids/quotes shall also be secured for items of lesser amounts whenever this could result in financial savings to the School.
2. The Executive Director/Business Manager may authorize a direct or negotiated purchase of goods or services wherever in his/her judgment, the added cost and effort required of a competitive purchase will not benefit the School.

Bids are not required for:

- a. Sole source items, usually items such as textbooks, tapes, films, proprietary software.
  - c. Used items, where a definite cost advantage can be determined.
  - d. Items/services that are covered by negotiated contracts/agreements or others as specified by state or federal laws.
  - e. Items/services purchased using State of Utah/State Agency contracts, which have already been competitively bid (<http://purchasing.utah.gov>).
3. Emergency purchases may be made without the bidding process. Such emergencies may arise as a result of an accident or other unforeseen occurrence, which could affect the welfare, or safety of students or staff in the School. Such purchases shall be reported to the School Board at the first practicable opportunity.
  4. Correction or withdrawal of inadvertently erroneous bids, or the cancellation of an award or a contract that is based on an unintentionally erroneous bid, may be made in

accordance with the school policy. Changes/corrections made to the bids, withdrawal or cancelation of award or a contract will be documented and signed by the purchase officer. No changes to the bids will be allowed after the bid opening.

5. Vendors can be debarred based on customer reviews or references.
6. The bids will be evaluated and awarded based on the following criteria
  - (a) Experience
  - (b) performance ratings;
  - (c) inspection;
  - (d) testing;
  - (e) quality;
  - (f) workmanship;
  - (g) time and manner of delivery;
  - (h) references;
  - (i) financial stability;
  - (j) cost;
  - (k) suitability for a particular purpose; or
  - (l) other objective criteria specified in the invitation for bids.
7. The Purchasing Officer shall
  - (a) award the contract as soon as practicable to:
    - (i) the lowest responsive and responsible bidder who meets the objective criteria described in the invitation for bids;  
If the selected bidder is disqualified based on the school policy the next lowest responsive and responsible bidder who meets the objective criteria described in the invitation for bids; or  
cancel the invitation for bids without awarding a contract.
8. The school may disqualify a bidder for:
  - (a) a violation of this chapter;
  - (b) a violation of a requirement of the invitation for bids;
  - (c) unlawful or unethical conduct; or
  - (d) a change in circumstance that, had the change been known at the time the bid was submitted, would have caused the bidder to not be the lowest responsive and responsible bidder who meets the objective criteria described in the invitation for bids.
9. The Purchasing Officer who disqualifies a bidder shall:
  - (a) make a written finding, stating the reasons for disqualification; and
  - (b) provide a copy of the written finding to the disqualified bidder.
10. Purchasing Officer who cancels an invitation for bids without awarding a contract, shall make available for public inspection a written justification for the cancellation.

**Action when all bids are over budget.**

The purchasing officer may negotiate with the bidders if the accepted bid exceeds budget.

The purchasing officer may not adjust the bid requirements if there is a substantial likelihood that, had the adjustment been included in the invitation for bids, a person that did not submit a bid would have submitted a responsive, responsible, and competitive bid.

**Tie bids -- Resolution**

1. The purchase officer shall resolve a tie bid in accordance with a method established by rule made by the school board. The method may include awarding the tie bid:

- (a) to the tie bidder who:
  - (i) is a provider of state products, if no other tie bidder is a responsive provider of state products;
  - (ii) is closest to the point of delivery;
  - (iii) received the previous award; or
  - (iv) will provide the earliest delivery date;
- (b) by drawing lots; or
- (c) by any other reasonable method of resolving a tie bid.

2. The method chosen by the procurement officer to resolve a tie bid shall be at the sole discretion of the purchase officer, subject to the rules.

**Request for proposals -- Notice -- Contents.**

A request for proposals shall:

- (a) state the period of time during which a proposal will be accepted;
- (b) describe the manner in which a proposal shall be submitted;
- (c) state the place where a proposal shall be submitted;
- (d) include, or incorporate by reference:
  - (i) a description of the procurement items sought;
  - (ii) a description of the subjective and objective criteria that will be used to evaluate the proposal; and
  - (iii) the standard contractual terms and conditions required by the authorized purchasing entity;
- (e) state the relative weight that will be given to each score awarded for the criteria, including cost;
- (f) state the formula that will be used to determine the score awarded for the cost of each proposal;
- (g) state that discussions may be conducted with offerors who submit proposals determined to be reasonably susceptible of being selected for award, followed by an opportunity to make best and final offers, but that proposals may be accepted without discussions.

**Opening of proposals and acceptance.**

- (1) The School shall ensure that proposals are opened in a manner that avoids disclosing the contents to competing offerors during the evaluation process.
- (2) The School may not accept a proposal:
  - (a) after the time for submission of a proposal has expired; or
  - (b) that is not responsive to the request for proposals.

**Discussions -- Best and final offers.**

- (1) After proposals are received and opened, school may conduct discussions with the offerors and allow the offerors to make best and final offers after the discussions.

- (2) The school shall:
- (a) ensure that each offeror receives fair and equal treatment with respect to the other offerors;
  - (b) establish a schedule and procedures for conducting discussions;
  - (c) ensure that information in each proposal and information gathered during discussions is not shared with other offerors until the contract is awarded;
  - (d) ensure that auction tactics are not used in the discussion process, including discussing and comparing the costs and features of other proposals; and
  - (e) set a common date and time for the submission of best and final offers.
- (3) If an offeror chooses not to participate in a discussion or does not make a timely best and final offer, the offer submitted by the offerors before the conduct of discussions shall be treated as the offeror's best and final offer.

**Sole source -- Award of contract without competition -- Notice.**

- (1) The school may award a contract for a procurement item without competition if the purchasing officer determines in writing that:
- (a) there is only one source for the procurement item; or
  - (b) the award to a specific supplier, service provider, or contractor is a condition of a donation that will fund the full cost of the supply, service, or construction item.
- (2) Circumstances under which there is only one source for a procurement item may include:
- (a) where the most important consideration in obtaining a procurement item is the compatibility of equipment, technology, software, accessories, replacement parts, or service;
  - (b) where a procurement item is needed for trial use or testing;
  - (c) where transitional costs are unreasonable or cost prohibitive; or
  - (d) procurement of public utility services.
- (3) The school will publicize notice for a sole source procurement that, at a minimum, require publication of notice of a sole source procurement, in accordance with Section 63G-6a-406, if the cost of the procurement exceeds \$50,000.

**Quote, bid, offer, or contract prohibited by person with outstanding tax lien -- Exceptions -- Rejection of quote, bid, or offer.**

- (1) A person with an outstanding tax lien in the state may not:
- (a) submit a quote, bid, or offer to the school; or
  - (b) contract to provide a procurement item to the school.

**Multiyear contracts**

- (1) The school may enter into a multiyear contract resulting from an invitation for bids or a request for proposals, if:
- (a) the purchasing officer determines, that entering into a multiyear contract is in the best interest of the school;
  - and
  - (b) the invitation for bids or request for proposals:
    - (i) states the term of the contract, including all possible renewals of the contract;
    - (ii) states the conditions for renewal of the contract;
- (2) In making the determination, the purchasing officer shall consider whether entering into a multiyear contract will:
- (a) result in significant savings to the school, including:

- (i) reduction of the administrative burden in procuring, negotiating, or administering contracts;
- (ii) continuity in operations of the school; or
- (iii) the ability to obtain a volume or term discount;
- (b) encourage participation by a person who might not otherwise be willing or able to compete for a shorter term contract; or
- (c) provide an incentive for a bidder or offeror to improve productivity through capital investment or better technology.

(3) Notwithstanding any provision of an invitation for bids, a request for proposals, or a contract to the contrary, a multiyear contract, including a contract that was awarded outside of an invitation for bids or request for proposals process, may not continue or be renewed for any year after the first year of the multiyear contract if adequate funds are not appropriated or otherwise available to continue or renew the contract.

(4) A multiyear contract that is funded solely by federal funds may be continued or renewed for any year after the first year of the multiyear contract if:

- (a) adequate funds to continue or renew the contract have not been, but are expected to be appropriated by, and received from, the federal government;
- (b) continuation or renewal of the contract before the money is appropriated or received is permitted by the federal government; and
- (c) the contract states that it may be cancelled, without penalty, if the anticipated federal funds are not appropriated or received.

(5) A multiyear contract that is funded in part by federal funds may be continued or renewed for any year after the first year of the multiyear contract if:

- (a) the portion of the contract that is to be funded by funds of a public entity are appropriated;
- (b) adequate federal funds to continue or renew the contract have not been, but are expected to be, appropriated by, and received from, the federal government;
- (c) continuation or renewal of the contract before the federal money is appropriated or received is permitted by the federal government; and
- (d) the contract states that it may be cancelled, without penalty, if the anticipated federal funds are not appropriated or received.

(6) The school may not continue or renew a multiyear contract after the end of the multiyear contract term or the renewal periods described in the contract, unless school engages in a new standard procurement process or complies with an exception, described in this chapter, to using a standard procurement process.

(7) A multiyear contract, including any renewal periods, may not exceed a period of five years, unless:

- (a) the purchasing officer determines, in writing, that:
  - (i) a longer period is necessary in order to obtain the procurement item;
  - (ii) a longer period is customary for industry standards; or
  - (iii) a longer period is in the best interest of the school;

**Decisions of protest officer to be in writing -- Effect of no writing.**

(1) After a timely protest is filed in accordance with Section 63G-6a-1602, the protest officer:

- (a) shall consider the protest; and
- (b) may hold a hearing on the protest.



- (2) (a) The protest officer may:
    - (i) subpoena witnesses and compel their attendance at a protest hearing; or
    - (ii) subpoena documents for production at a protest hearing.
  - (b) The Rules of Evidence do not apply to a protest hearing.
  - (c) The school shall make rules relating to intervention in a protest, including designating:
    - (i) who may intervene; and
    - (ii) the time and manner of intervention.
  - (d) If a hearing on a protest is held under this section, the protest officer shall:
    - (i) record the hearing;
    - (ii) preserve all evidence presented at the hearing; and
    - (iii) preserve all records and other evidence relied upon in reaching the written decision described in this section.
  - (e) Regardless of whether a hearing on a protest is held under this section, the protest officer shall preserve all records and other evidence relied upon in reaching the written decision.
  - (f) The records described in Subsections (2)(d) and (e) may not be destroyed until the decision, and any appeal of the decision, becomes final.
  - (g) A protest officer who holds a hearing, considers a protest, or issues a written decision under this section does not waive the right to, at a later date, question or challenge the protest officer's jurisdiction to hold the hearing, consider the protest, or render the decision.
- (3) A protest officer, or the protest officer's designee, shall promptly issue a written decision regarding any protest, debarment, suspension, or contract controversy if it is not settled by mutual agreement. The decision shall state the reasons for the action taken and inform the protestor, contractor, or prospective contractor of the right to judicial or administrative review as provided in this chapter.
- (4) (a) A decision described in this section is effective until stayed or reversed on appeal, except to the extent provided in Section 63G-6a-1903.
- (5) If the protest officer does not issue the written decision regarding a protest or a 4285 contract controversy within 30 calendar days after the day on which a written request for a final decision is filed with the protest officer, or within a longer period as may be agreed upon by the parties, the protestor, prospective contractor, or contractor may proceed as if an adverse decision had been received.
- (6) Except for a controversy described in Section 63G-6a-1905, a determination under this section by the protest officer regarding an issue of fact may not be overturned on appeal unless the decision is arbitrary and capricious or clearly erroneous.

**Requirement to exhaust administrative remedies -- Protests and appeals.**

- (1) A person may not challenge procurement, a procurement process, the award of a contract relating to a procurement, a debarment, or a suspension, in a court, before an administrative officer or body, or in any other forum other than the forum permitted in this chapter.
- (2) A person who files a protest or appeal under this chapter is limited to protesting or appealing on the grounds specified in the filing document described in Subsection 63G-6a-1602.
- (3) In hearing a protest or an appeal under this chapter relating to an expenditure of federal assistance, federal contract funds, or a federal grant, the person who hears the appeal shall ensure compliance with federal law and regulations relating to the expenditure.

### **Records -- Retention.**

- (1) All procurement records shall be retained and disposed of in accordance with Title 63G, Chapter 2, Government Records Access and Management Act.
- (2) Written determinations required by this chapter shall be retained in the appropriate official contract file of the school;
- (3) The school shall keep, and make available to the public, upon request, [a] written [record of all] records of procurements [made under this section] for which an expenditure of \$50 or more is made, for the longer of:
  - (a) four years;
  - (b) the time otherwise required by law; or
  - (c) the time period provided by rule made by the applicable rulemaking authority.
- (4) The written record described in Subsection (3) shall include:
  - (a) the name of the provider from whom the procurement was made;
  - (b) a description of the procurement item;
  - (c) the date of the procurement; and
  - (d) the expenditure made for the procure

### **Duty to report factual information to attorney general.**

If the school has reason to believe that a person has engaged in a violation of Section 63G-6a-2304.5, collusion, or other anticompetitive practices relating to a procurement or a potential procurement, the school shall transmit a notice of the relevant facts to the attorney general.

### **Gratuities -- Kickbacks -- Unlawful use of position or influence.**

An employee found to be accepting gratuities/kickbacks or using unlawful influence using their position will be referred for disciplinary action.

### **Conflict of Interest:**

No School Board member or employee of the School shall use his/her position to derive any profit or gain, directly or indirectly, by reason of his/her position with the School. No School Board member or employee of the School shall become involved in any business transaction without disclosing such interest, and shall refrain from participation where a conflict of interest is found to exist.

### **Invoices:**

To ensure compliance with this policy, the Administrative Assistant or an authorized agent must review invoices for the following before submitting for payment:

- Only goods and/or services actually received are being invoiced; and,
- Invoice terms conform to the purchase order or contract.
- Discounts are taken.
- Unnecessary or unallowable expenses are not included. (Example: freight charges excluded from bids or sales tax.)
- Any discrepancies must be recorded on the invoice.

### **Expenses:**

All the expenses booked shall have a supporting document (e.g. bills, receipts, statements etc.). The Business Manager should review all supporting documents before recording them in the accounting system.

***Expense Reimbursement:***

The School shall reimburse personnel and officials who incur expenses in carrying out their authorized duties when the expenses fall within the guidelines listed below. Reimbursement shall be authorized upon submission of the properly filled out and approved reimbursement form and such supporting receipts as required by the Executive Director. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense.

1. Employees should not expect reimbursement for expenses not approved in advance.
2. Executive Director is expected to consider the budgetary implications of purchases, travel, lodging and other expenses prior to approving them.
3. Actual receipts will be required for reimbursement. Itemized receipts shall be required for all credit card charges.
4. Expenses in excess of the approved amount shall be the responsibility of the employee or official.
5. All out of town travel by employees shall be approved by the Executive Director.
6. School funds may not be used to pay for alcoholic beverages.
7. Travel and expenses for events not specifically required for school business but authorized for professional development will be subject to prior approval and will depend upon budgetary considerations.
8. No reimbursement shall be made for lodging in Salt Lake and Davis counties.

**3.9. AUDIT:**

At the end of each fiscal year an auditor shall be employed by the Board to make an audit of all financial accounts and records involving the receipt and expenditure of school funds.

**3.10. ACCOUNTING RECORDS:**

The following accounting records should be maintained for each fund:

1. Transaction Journal
2. Payment Requests
3. Invoices and Bill of Ladings
4. Reimbursement Requests
5. Contracts/Quotes
6. Bank Checkbook
7. Bank Deposit Slips
8. Cancelled Checks

**3.11. PETTY CASH:**

Petty cash and change funds must be authorized by the Beehive Director. All petty cash and change funds will be reflected on the school's accounting records and reconciled monthly. Checks may not be made payable to "cash" or "bearer" and cashed by Beehive employees to create change funds or petty cash funds outside of the approved fund accounts. Reimbursements to petty cash accounts will be made only when supported by receipts and approved by the principal. Expenditures should not be paid out of change funds. Change funds will be included in all tally forms or on deposit count sheets, and accounted for with each use.

### **3.12. MAXIMUM AMOUNTS OF MONIES IN BUILDING:**

Monies collected by school employees shall be handled in accordance with good and prudent business procedures. The following procedures shall be used when handling cash in the School:

1. All money shall be counted and turned into the office manager daily.
2. The responsibility for making proper and timely bank deposits rests ultimately with the Executive Director.
3. All monies in excess of \$1000 shall be deposited on a daily basis.
4. Any monies to be kept in a school overnight shall be placed in a safe or locked container.
5. No money is to be left in the teacher's desks or rooms.

### **3.13. INVENTORIES:**

The Executive Director is responsible for maintaining accurate inventories of materials and equipment in the School.

1. Property and Equipment: Beehive Academy maintains detailed records of all government-furnished property and equipment, with an identification and segregation of property and equipment acquired through government contracts.
2. Identification of Property: Beehive Academy tags all capital assets upon receipt and assigns an identification number to the property and all applicable documents. Property tag should also include the source of funding.
3. Recording and Reporting of Property: Beehive Academy maintains a log identifying all capital assets in its possession.
4. Physical Inventories: Beehive Academy performs a physical inventory of all tagged capital assets in its possession or control on a bi-annual basis.
5. Disposal of Property and Equipment:
  - a). No item of property or equipment shall be removed from the premises without prior approval from the Director and/or the Business Manager or the Board of Directors.
  - b) When property is retired, the appropriate asset in the fixed asset subsidiary will be adjusted and properly reflected in the general ledger.

### **3.14. SCHOOL PROPERTY DISPOSAL PROCEDURE:**

Any school property which is affected by transfer, sale, disposal or trade-in shall be reported so that school's Fixed Assets Records can be adjusted to represent actual property status.

When an Executive Director determines that any property is no longer needed, he/she shall recommend the disposal of school property in accordance with the provisions that follow:

1. A list of items no longer of use shall be presented by the Administration. The list shall include current location, approximate value, age and a notation if the item was purchased with State or Federal grant funds.
2. If the property can serve no useful purpose in the School the list of items shall be presented the administration for approval of disposal. The Administration at that time shall approve or disapprove disposal. If the value of the property is more than \$10,000 board approval will be required to dispose.
3. Upon approval of disposal it should be publicized that items are for sale and that the right to reject any or all bids is reserved.
4. If no bids are received, the administration shall dispose of the property in one or more of the following manners:
  - a. Donating it to a non-profit charitable organization.
  - b. Sale of the property at sales/auction.

- c. Soliciting bids from any purchaser interested in the property.
5. The Board recognizes that storage of property which no longer serves a useful purpose for the school, in terms of either property or in its ability to generate revenue through sale, is a liability and therefore authorizes administration to dispose of such property as refuse.

#### ***Trade-In Equipment***

Where new equipment is purchased by the School in accordance with law on condition that property of a similar nature owned by the School is to be traded in or exchanged as a part of such purchase in reduction of the price, such trade-in shall be legal without notice of sale.

#### ***Textbook, Library Books***

Textbooks and library books when no longer utilized by the school's instructional program shall be disposed of in sequence by the means listed below:

1. The appropriate administrator shall attempt disposal by contacting commercial purchasers of used books.
2. Books shall be sold at school conferences and/or open house programs.
3. In the fashion the administrator deems most appropriate.

#### ***Deposit of Sale Receipts***

Proceeds from the sale of equipment, property, textbooks, library books and other school property shall be deposited to the fund from which they were originally purchased. Should it be impossible to determine the original fund or the item be one that was a gift, the receipt is to be deposited in the general fund.

### **3.15. FUND RAISERS:**

Any person or organization that intends to conduct fundraising activities must provide information to Executive Director about the activity and get permission from the Executive Director. The approval will be based on the following information:

1. The purpose of the fundraising activity;
2. The date and time of the activity;
3. The chief person that is responsible for organizing and supervising the activity; and
4. How the funds will be used.
5. Specific procedures and rules must be established to regulate all fundraising activities conducted by individuals or school organizations to ensure that they are conducted in a proper manner.

All the income and expenses related to fundraising has to be recorded separately. All income from the fundraisers should be received and deposited into the school bank account. All purchase invoices should be retained as documentation for the disbursement. The Director must approve all fundraising activities and ensure Beehive compliance with fee waiver, confidentiality, ethical and other applicable state and federal laws.

### **3.16. DONATIONS FROM PRIVATE SOURCES**

The Executive Director may accept and use any bequest or gift of money or property for a purpose deemed by him/her to be consistent with school goals.

The Executive Director can set up criteria to be met in the acceptance of gifts, and the procedure for examining and evaluating offers of gifts to the school. Any gifts presented to the school should be accompanied by a letter from the donor for official action and recognition by the Executive Director.

To be acceptable, a gift must satisfy the following criteria:

1. Will have a purpose consistent with those of the school.
2. Will be offered by a donor acceptable to the school administration.
3. Will place no restrictions on the school program.
4. Will not be inappropriate or harmful to the best education of pupils.
5. Will not imply endorsement of any business or product.
6. Will not be in conflict with any provision of the school code or public law.
7. Meet all current applicable safety codes for equipment.

All gifts, grants, and bequests will become school property. A letter of appreciation signed by the Executive Director will be sent to a donor.

The school shall not discriminate in acceptance and administration of gifts, bequests, scholarships and other aids, benefits or services to students from private agencies, organizations or persons on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

### **3.17. FEDERAL TITLE I FUND MOE (MAINTENANCE OF EFFORT)**

For Title I funding, Beehive Science & Technology Academy will ensure that the combined fiscal effort per student each year is not less than 90% of the combined fiscal effort per student for the second preceding fiscal year.