

**Gadsden City Schools**  
Board Policy Manual

**Policy DC: Annual Operating Budget**

**Status:** ADOPTED

**Original Adopted Date:** 07/10/2012 | **Last Revised Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/2012

The Gadsden City Board of Education shall provide for the preparation and adoption of the annual budget for this school district over which it has jurisdiction. The Board delegates the responsibility for preparation of the budget to the Gadsden City Superintendent of Education and designated members of the administrative staff. The budget shall be prepared on forms required by the State of Alabama Education Codes and otherwise in accordance with such rules and regulations as may be prescribed by statutes and by the State Board of Education. The budget shall be presented to the Gadsden City Board of Education for purposes of review and approval.

Said budget shall be transmitted to the State Superintendent of Education on or before October first for review and approval.

The fiscal year of the budget shall be October 1 through September 30. The budget shall in all cases be approved by the Board of Education before it is submitted to the State Department of Education and shall become official on approval of the State Superintendent and State Department of Education.

The Board shall not encumber funds in excess of anticipated revenues. The budget shall be reconciled monthly and monthly financial reports shall be made to the Board by the Superintendent.

The current budget debt shall not exceed amounts permitted in section 16-13-145 of the Code of Alabama.

Ref: Alabama Code 16-13-140; 16-13-142; 16-13-143; 16-13-144; 16-13-145.

---

**Policy DCB: Fiscal Year**

**Status:** ADOPTED

**Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990

The fiscal year for the school district shall be October first through September thirtieth.

Ref: Alabama Code 16-1-1.

---

**Policy DCC: Preparation Procedures**

**Status:** ADOPTED

**Original Adopted Date:** 07/10/1990 | **Last Revised Date:** 07/10/2012 | **Last Reviewed Date:** 07/10/2012

The annual budget of the Board shall be prepared and submitted to the State Department of Education according to the classifications and items specified on forms approved by the State Superintendent of Education.

No budget shall be submitted to the State Department of Education that includes expenditures in excess of estimated revenues plus any balances on hand.

An exception to the deficit spending limitation may be granted by issuance of school warrants.

Ref: Alabama Code 16-13-140, 16-13-141, 16-13-142.

---

**Policy DCE: Final Adoption Procedures**

**Status:** ADOPTED

**Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990

The Gadsden City School District annual budget shall become official when it:

1. Has been prepared by the Superintendent of Education with appropriate input by involved personnel;
2. Has been approved by the Gadsden City Board of Education in accordance with requirements of Alabama Code 16-13-140 and other pertinent statutory requirements.
3. A copy has been filed with and approved by the State Superintendent of Education.

Ref: Alabama Code, 16-13-140, 16-13-143, 16-13-144, 16-13-145.

---

**Policy DCF: Appeals Procedures**

**Status:** ADOPTED

**Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990

The Board recognizes that selected actions and orders of the Board and Superintendent are subject to review by the State Superintendent of Education. The State Superintendent shall determine from the facts the just and proper disposition of the matter which will be binding upon all parties.

Ref: Alabama Code 16-3-27, 16-4-8.

---

**Policy DCG: Encumbrances**

**Status:** ADOPTED

**Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990

The Board shall not encumber funds in excess of anticipated revenues as provided by law. In calculating legally valid encumbered amounts, the Board shall deduct from its total estimate of current revenue (provided by the State Superintendent) for that fiscal year the sum of the current revenue already received and the principle and interest due but unpaid on school warrants during said fiscal year. The difference shall represent the total (maximum) amount of current loans the Board can have outstanding in anticipation of current revenue at any given time.

Ref: Alabama Code 16-13-145; See also Alabama Code 16-13-140 through 16-13-144; Scott v. Mattingly, 236 Ala. 254, 182 So. 2d, 24 (1938).

---

**Policy DCH: Periodic Budget Reconciliation**

**Status:** ADOPTED

**Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990

The Gadsden City Superintendent of Education with the approval of the Board has authority during the fiscal year to make changes in the budget provided that:

1. Schools are operated for the minimum term according to the rules and regulations of the State Board of Education; and
2. A deficit is not incurred by such changes.

Ref: Alabama Code 16-13-143.

---



**Policy DCI: Line Item Transfer Authority**

**Status:** ADOPTED

**Original Adopted Date:** 07/10/1999 | **Last Revised Date:** 07/10/2012 | **Last Reviewed Date:** 07/10/2012

The Gadsden City Board of Education shall retain control of the budget, once adopted, and all officials subject to the Board in the implementation of the budget shall adhere to Board policy. Line items in the budget may be changed at any time during the fiscal year provided such change is consistent with existing laws and regulations of the state and federal government.

Subject to the above prescriptions, the Gadsden City Board of Education may transfer school operating funds from one account and/or line item to another in accordance with approved accounting procedures when such line item transfers are deemed necessary and proper to meet specified needs of the school district.

The Superintendent shall keep the Board informed concerning the status of the budget, and Board action necessitating expenditures shall be considered sufficient authority to exceed a line item if such action so requires.

Ref: Alabama Code 16-13-143.

---

**Policy DFD: Bond Sales**

**Status:** ADOPTED

**Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990

The Gadsden City Board of Education, as a public corporate body, may borrow money from the United States of America or any department or agency or from any person, firm, corporation, or other lending agency for the purchase, construction, enlargement, or alteration of any buildings or other improvements, including dormitories, dining halls, classrooms, laboratories, libraries, stadiums, administration buildings, and any other buildings or other improvements, including dormitories, dining halls, classrooms, to which the borrowing is made, the acquisition of furniture and equipment for any thereof, the purchase of land, the beautification of grounds, and the construction of swimming pools, tennis courts, athletic fields, and other facilities for physical education, all for use by such institution.

The public corporation may also sell and issue interest-bearing securities (whether in the form of bonds, notes, or other securities) as evidence of the monies so borrowed.

The securities issued under the provisions of this section may from time to time be refunded by the issuance, by sale or exchange of refunding bonds, notes, or other securities payable from the same or different sources in amounts not exceeding the principal of those refunded plus the premiums necessary to be paid to effect redemption or purchase of those securities proposed to be refunded; provided, that unless duly called for redemption pursuant to their provisions, the holders of any such securities then outstanding and proposed to be refunded shall not be compelled without their consent to surrender their outstanding securities for such refunding. Any such securities may be issued from time to time, may be executed in such manner, shall bear interest at such rate or rates, shall be payable as to both principal and interest at such time or times, may be redeemable before maturity at the option of the issuing body at such redemption price or prices and on such terms, and may be sold in such manner and at such price or prices, all as may be provided in the proceedings under which they are issued.

The State Board of Education or other governing body providing for the issuance of such securities shall have power to prescribe all details thereof, subject only to the provisions of this section.

Bonds, notes, and other securities issued under, nor any pledge or agreement that may be made pursuant to the provisions of this section, shall be or constitute an obligation of any nature whatsoever of the state, and neither the said securities nor any obligation arising from any such pledge or agreement shall be payable out of any monies appropriated by the state to the institution with respect to which such securities are issued or such pledge or agreement is made.

---

**Policy DFE: Short Term Notes**

**Status:** ADOPTED

**Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990

The Gadsden City Board of Education shall have the authority during any fiscal year, upon recommendation of the Superintendent of Education, to borrow money in anticipation of current revenues for that fiscal year and to pledge the current revenues for said fiscal year for the payment of such loan or loans due and payable not later than the close of current fiscal year or when the state makes its final appropriation. All such loans shall be approved by the Board prior to negotiating the loan.

Rates of interest on such loans shall not exceed the established rate on current loans secured in accordance with statutory requirement.

In those situations where current revenues are available and sufficient but not presently at hand, a "debt" is not created within the Constitution by anticipating payments through short temporary loans payable during the current year out of current revenue intended for such use.

The Board shall be authorized to call upon the State Superintendent of Education for assistance in securing loans at the lowest possible interest rates.

Ref: Alabama Code 16-13-145; indirect reference 16-13-147; Harman v. Alabama College, 235 Alabama 177 So. 2d 747 (1937).

---

**Policy DFG: Fees, Payments, and Rentals**

**Status:** ADOPTED

**Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990

No course fees will be collected from children attending public kindergarten or any of the first six grades of the Gadsden City School District.

No fees shall be collected in secondary schools for courses required for graduation. Reasonable fees in non-required courses, (e.g., reasonable fees for laboratory and shop materials and equipment) may be set by the Board. Such fees shall be waived for students who cannot afford to pay set fees.

All fees are to be expended only for the purposes for which they are collected.

Ref: Alabama Code 16-10-6, 16-11-26, 16-13-39.

---

**Policy DFM: Equipment and Supplies Sales**

**Status:** ADOPTED

**Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990

The Board authorizes the Superintendent to grant permission for the operation of stores selling merchandise that is needed by pupils to facilitate classroom instruction. School stores shall operate as a convenience to the students, and shall not in any way interfere with the educational process or cause any student to be in class less than the minimum number of hours in the Board approved school day.

Separate records shall be kept for school stores, subject to audit, and profits derived from sales shall be used for general items supporting the school as a whole.

---

**Policy DFN: Property Sales**

**Status:** ADOPTED

**Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990

The Board is authorized to sell real property no longer used for school sites for an adequate consideration, where such action is in the best interest of the school district. These sales are to be in accordance with state law.

The Board may also sell surplus personal property for an adequate consideration when such action is in the best interest of the school district.

Sales of personal property need not be by competitive bidding.

Ref: Alabama Code 16-11-12, 16-11-9, Att'y. Gen. Opin., V. 91 at 49 (1949), V. 142 at 18 through 21 (1971).

---

**Policy DG: Depository of School Funds**

**Status:** ADOPTED

**Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990

The Gadsden City Board of Education shall appoint a reputable banking establishment (or establishments) located in this city as official depository(ies) in which monies coming into the hands of this Board through its duly appointed officials shall be deposited. Selection of the banking establishment or establishments shall be at the discretion of the Board.

Ref: Alabama Code 11-1-7.

---

**Policy DH: Bonded Employee**

**Status:** ADOPTED

**Original Adopted Date:** 07/10/2012 | **Last Reviewed Date:** 07/10/2012

The Superintendent of Education and the designated Chief School Finance Officer shall be bonded at an amount fixed by the State Superintendent of Education in a reputable surety company authorized to do business in Alabama. A certified copy of such bond shall be placed on file with the State Department of Education. A Public School System Employee Blanket Bond, including faithful performance of duty and Individual Statutory Bond shall be approved relative to both the Superintendent and Chief School Finance Officer.

The Board delegates to the Superintendent of Education the responsibility to secure surety bonds, in an amount agreed upon by the Superintendent of Education and the Board, for all employees of the school district who may be charged with the custody of and/or responsibility for handling public school funds. School principals who receive funds shall be bonded for not less than one hundred thousand dollars (\$100,000).

The school district, by law, is authorized to expend public school funds to pay necessary premiums for said surety bonds and to pay for audits of funds by above stipulated bonded employees.

Ref: Alabama Code 16-11-7; 16-13-8; 16-13-9.

---



**Policy DI: Accounting and Reporting**

**Status:** ADOPTED

**Original Adopted Date:** 07/10/2012 | **Last Reviewed Date:** 07/10/2012

The Gadsden City Board of Education recognizes the need for practical and efficient fiscal accounting systems at all levels within this system. Through establishment of and careful adherence to sound fiscal management practices, the school district shall secure materials, equipment, and property and related variables which proved the greatest benefit to students at the lowest possible costs. Such guides shall apply equally to the Board and its' duly appointed personnel.

The Board has, thus, authorized the Superintendent of Education or his designees to establish fiscal procedures consonant with this objective. Said procedures shall be reviewed periodically in reference to compliance with statutory requirements, provision of accountability to the public, and concurrence with recognized sound fiscal procedures.

The Board shall keep within its minutes a complete record of all warrants issued. This record shall specify upon what authority the warrants are issued, the amounts in which issued, the rate of interest to be paid, and the time and place of each installment of principal and interest.

The Board Secretary shall make all reports for this Board which are required by the State Board of Education to that body at such time, upon such items, and in such form as may be prescribed by the State Board of Education. The Board shall publish annually its financial status as provided by law.

Ref: Alabama Code 16-12-12; 16-13-31 – 16-13-38(d); Acts, 1963 2<sup>nd</sup> Exec. Sess., No. 152, p. 346.

## **AUDITS**

Business and financial transactions, including school and lunchroom accounts of all Gadsden City Schools and district records and accounts for each year, shall be audited, at least annually, in conformance with Alabama Code prescribed standards and legal requirements. The internal certified public accountant or external auditor(s) shall be certified as competent and approved by the Board. The audit, when completed, shall be presented to the Board for examination. All audits shall be completed as early as possible after the close of each fiscal year.

A financial audit shall be made of appropriate accounts upon the resignation of the Superintendent of Education, Chief School Finance Officer, Principals, or others responsible for receiving and disbursing school funds. The audit shall be made on all accounts for which said person was accountable, and may be a cash or full audit.

All individual school accounts (including lunchroom finances) shall be subject to inspection and/or audit at any time during the school year by representatives of the Alabama State Department Examiners of Public Accounts, the Gadsden City Superintendent of Education or his designee. This Board shall reserve the right to require an audit of any account in the school district when it considers such to be necessary. All local school accounts shall be audited at the end of each year at times designated by the Superintendent of Schools.

Ref: Alabama Code 16-11-22; 16-13-9; See entire Chapter 13 for clarification. See also State Supt. Correspondence, September, 1977.

## **INVENTORIES**

The Board requires that all fixed assets of the school district be inventoried and a perpetual inventory record maintained in the central business office. An inventory audit shall be made annually and shall be comprehensive to assure that all fixed assets are properly accounted.

Ref: Alabama Code 16-12-12.

---

**Policy DIA: Worthless Checks**

**Status:** ADOPTED

**Original Adopted Date:** 07/10/2007 | **Last Revised Date:** 07/10/2012 | **Last Reviewed Date:** 07/10/2012

The face value of a check returned for insufficient funds (NSF) or account closed may not be absorbed as a cost by public local funds. An uncollected check is considered a bad debt and is not an allowable expenditure.

A third party provider (contracted by the Board) will guarantee payment of all checks up to **\$500.00** provided the following information is obtained:

- Maker's name
- Residence address
- Home telephone number
- Other available information such as a valid driver's license number

**If a check is dishonored by the bank, a service fee will be assessed in accordance to state law and federal guidelines. In providing a check as payment, the signee authorizes electronic representment if the check should return unpaid. Also, the signee authorizes service charges and processing fees, as determined by law, to be debited from the same account via paper draft or electronic funds transfer.**

Nonpublic funds must be used to cover any insufficient checks in public fund accounts. The nonpublic local funds must not be restricted or designated for any other purpose such as for a club or other fund raising purpose.

---

**Policy DIB: Review of Monthly Revenues and Expenditures**

**Status:** ADOPTED

**Original Adopted Date:** 02/06/2007 | **Last Reviewed Date:** 02/06/2007

The Superintendent shall have monthly reports of revenues and expenditures prepared for review by the Gadsden City Board of Education. The monthly financial reports and annual budget shall be made available to the public on the local internet site.

---

**Policy DIC: Conflict of Interest**

**Status:** ADOPTED

**Original Adopted Date:** 10/04/2016 | **Last Reviewed Date:** 10/04/2016

Generally, a conflict of interest exists when a board member, board employee, or agent of the board participates in a matter that is likely to have a direct effect on his or her personal and financial interest. A financial interest may include, but is not limited to, stock ownership, partnership, trustee relationship, employment, potential employment, or a business relationship with an applicant, vendor, or entity. A board member, board employee, or agent of the board may not participate in his or her official capacity in a matter that is likely to have direct and predictable effects on his or her financial interests.

A board member, board employee, or agent of the board will abide by the Federal and state laws and regulations that address conflict of interest standards. In general, the Federal rules provide that:

*No employee, officer, or agent of the board shall participate in selection, or in the award or administration of a contract supported by Federal funds if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her immediate family, his or her partner, or an organization which employs, or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from the firm considered for a contract. The board's officers, employees, or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subcontracts.*

The board's conflict of interest policies include adherence to the Alabama Ethics Law, which defined conflict of interest as:

*A conflict on the part of a public official or public employee between his or her private interests and the official responsibilities inherent in an office of public trust. A conflict of interest involves any action, inaction, or decision by a public official or public employee in the discharge of his or her official duties which would materially affect his or her financial interest or those of his or her family members or any business with which the person is associated in a manner different from the manner it affects the other members of the class to which he or she belongs.*

A board member, board employee or agent of the board may not review applications, proposals, or participate in the evaluation or selection process where his or her participation in the review process would create the appearance that he or she is (a) giving preferential treatment; (b) losing independence and impartiality; (c) making decisions outside official and appropriate channels; or (d) harming the public's confidence in the integrity of the board.

Situations and circumstances presenting an actual conflict of interest or the appearance of a conflict of interest should be brought to the immediate attention of the superintendent. A board employee, board member or agent of the board who has knowledge of a possible conflict of interest should identify the conflict and notify the superintendent. The superintendent will document his or her actions related to the reported conflict of interest. Resolution can consist of disqualification, recusal, waiver, or other appropriate measures. Appropriate measures may include reporting a conflict of interest to the State Ethics Commission, the Alabama State Board of Education, or the appropriate federal agency.

**Policy DJ: Expenditure of Funds**

**Status:** ADOPTED

**Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990

Any and all funds of the school district whether received from federal, state, local, or other sources shall be disbursed only on the written order of the Superintendent or his designee.

Ref: Alabama Code 16-13-32.

---

**Policy DJA: Checking Accounts**

**Status:** ADOPTED

**Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990

All drafts and checks drawn against any bank account of the Gadsden City Board of Education must be signed by the Superintendent and/or the Chief School Finance Officer.

---

**Policy DJAA: Reconciliations**

**Status:** ADOPTED

**Original Adopted Date:** 02/06/2007 | **Last Reviewed Date:** 02/06/2007

All bank accounts of the Gadsden City Board of Education and the schools shall be reconciled to the financial records. The chief school financial officer shall be responsible for verifying that monthly bank statements are reconciled to the financial records on a timely basis that ensures accurate monthly financial statements.

---

**Policy DJAB: Cash Management For Federal Funds**

**Status:** ADOPTED

**Original Adopted Date:** 10/04/2016 | **Last Reviewed Date:** 10/04/2016

The Board will minimize the time between the receipt of federal funds from the United States Treasury, the Alabama Department of Education, or other pass-through entity, and the disbursement of those federal funds. Federal funds will only be requested to meet immediate cash needs for reimbursement not covered by prior receipts and anticipated disbursements that are generally fixed, such as monthly program salaries and benefits. Disbursements will be made within twenty business days after receipt of funds.

The Chief School Financial Officer will maintain financial records that account for the receipt, obligation, and expenditure of each federal program fund. Cash balances for each federal program fund and for the aggregate of all federal program funds will be monitored daily by the Chief School Financial Officer or designee.

Board procedures to minimize the cash balances in federal program funds are expected to prevent the aggregate cash balances of federal program funds from earning \$500 or more for the fiscal year if maintained in interest-bearing account. The federal program funds, with the exception of Child Nutrition Program funds, will not be maintained in an interest-bearing bank account if the Chief School Financial Officer determines that the banking requirements for minimum or average balances are so high that an interest-bearing account would not be feasible. Federal program funds will be maintained in insured checking accounts that are subject to the state requirements for public deposits under the SAFE program.

---



**Policy DJC: Payroll Procedures**

**Status:** ADOPTED

**Original Adopted Date:** 07/10/1990 | **Last Revised Date:** 06/03/2014 | **Last Reviewed Date:** 06/03/2014

The Gadsden City Board of Education delegates payroll preparation for the payment of employee salaries to the Superintendent or his designee. The payroll shall be in accordance with the salary guidelines approved by the Board and any rules or regulations promulgated by the State Superintendent of Education.

**Payday Schedules**

The Board authorizes the payment of all employee salaries of the School District on the last day of each month. If the last day of the month falls on Saturday, Sunday, or a legal holiday checks may be distributed the last working day of the month.

Personnel who permanently leave the employment of the school district may be paid accrued salary earned on the payday following termination of employment if they so desire.

**General Statement**

It is the policy of the Gadsden City Board of Education to provide for deductions from salaries of its employees whenever a request is presented to the Board accompanied by a minimum of fifty (50) signed employee payroll deduction authorizations for a given deduction. Such a deduction may be made for, but not limited to, tax sheltered annuities, the Public Employees' Individual Retirement Account fund, membership dues, voluntary contributions, and group insurance premiums.

Those deductions appearing prior to June 1, 1983, will continue regardless of the number of employees. This policy pertains to new deductions beginning September 1, 1983. Regarding memberships in organizations open to only certain employees in the system, at least 25% of the eligible employees must request payroll deduction for their dues.

**Deductions for Membership Dues and Related Voluntary Contributions**

Membership dues for employee organizations may be paid by payroll deduction in accordance with state law. Dues are assessed on an annual basis. Deductions shall be made based upon membership lists and forms provided by the respective organizations. These lists shall be corrected, updated, and returned to the respective organizations in accordance with state law. Deductions shall be made from the membership lists unless an employee revokes authorization for such deductions by providing written notice of revocation on or before September

15. Organizations wishing to set up payroll deduction of membership dues must certify in accordance with the law. Organizations already receiving dues through payroll deduction on the effective date of this policy shall maintain their status through the end of the school year, given the annual basis provided above, and be given the opportunity to certify for the succeeding school year and future years.

**Other Approved Voluntary Deductions**

Other approved voluntary deductions shall be made based upon authorization received in the payroll department by the tenth day of September and January and processed according to the stipulations of the given company, association, or organization. Each of these authorized deductions will continue to be made monthly for the period of employment unless written cancellation is received by the tenth day of September and January. Remittances to the appropriate company, association, or organization as specified by the employees will be made within ten (10) days following each deduction.

With the exception of membership dues and related voluntary contributions, the Board shall not be required to make more than one remittance, of amounts deducted during a pay period, for a separate type of deduction. Health insurance, life insurance, and tax sheltered annuities shall be interpreted as separate types of deductions. When amounts have been correctly deducted and remitted by the Board, the Board shall bear no further responsibility or liability for subsequent transactions.

---

**Policy DJD: Expense Reimbursements**

**Status:** ADOPTED

**Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990

The Board requires that the Superintendent or his designee develop procedures which conform to sound principles of financial accounting and to state regulations for reimbursement of expenses of school personnel traveling on official school business.

Ref: Alabama Code 16-11-9, 16-12-3(a).

---

**Policy DJE: Purchasing**

**Status:** ADOPTED

**Original Adopted Date:** 07/10/1990 | **Last Revised Date:** 09/12/2023 | **Last Reviewed Date:** 09/12/2023

All purchasing involving expenditures in excess of \$40,000 shall be made by contractual agreement via free and open competitive bidding, unless such purchases are included in the legal categorization of items not required to be made by bid.

The Gadsden City Board of Education shall stress purchasing procedures which are most conducive to securing the best possible quality of merchandise and/or services at lowest cost. Cooperative purchasing among all schools whenever possible is considered a practical means for achieving such high product efficiency at lowest possible cost.

Ref: Alabama Code 41-16-50; 41-16-51.

---

**Policy DJEA: Purchasing Authority**

**Status:** ADOPTED

**Original Adopted Date:** 07/10/1990 | **Last Revised Date:** 09/12/2023 | **Last Reviewed Date:** 09/12/2023

Principals are authorized to submit requisitions to the Gadsden City Board of Education through the Superintendent for items included in the annual budget pertaining to individual schools or emergency needs. If approved, the Superintendent will issue the required purchase order(s). The Board will not be responsible for purchases made without a purchase order. The State Bid Law requires competition on certain purchases over \$40,000. Principals are responsible for receipting and the expenditures of all local school monies. All monies collected in schools should be expended for the purpose for which they are collected. Local school financial records will be submitted for auditing purposes immediately after the close of each school year on or before the date designated by the Superintendent of Education.

Final purchasing authority for the Gadsden City School District shall be vested in the Board. This authority, however, is delegated to the Superintendent of Education as chief executive officer of the Board subject to applicable statutory limitations and such monetary maximums as the Board may specify.

Ref: Alabama Code 41-16-50; 41-16-51. See also 16-11-2; 16-11-6; 16-11-9; 16-11-12.

---

**Policy DJEB: Quality Control**

**Status:** ADOPTED

**Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990

The quality standards for goods and services shall be established by the purchasing agent upon the advice of directors, supervisors, principals, and teachers within the appropriate areas. The basic criteria in determining quality shall include the intended use of the material or equipment, the results to be obtained, and the required characteristics. Additional factors that shall be considered include availability, standardization of product, manufacturing practices, service availability, and standardization of packaging for desired material. All of these criteria shall be taken into consideration when making decisions relative to the purchase of goods and services.

---

**Policy DJED: Bids and Quotations**

**Status:** ADOPTED

**Original Adopted Date:** 07/10/2012 | **Last Revised Date:** 09/12/2023 | **Last Reviewed Date:** 09/12/2023

As required by law, the Board shall advertise for sealed bids (1) for public works to be done exceeding the sum of \$50,000, including both labor and materials, and (2) for all purchases of materials or supplies exceeding the sum of \$40,000, except where legally exempt. The contract shall be let in accordance with state law. Should all bids be considered excessive, the Board shall have the authority to reject all bids.

Contracts for public works, materials, and supplies less than the amounts specified above shall be advertised and put out to bid by this Board when the Superintendent and head of the Department of Maintenance and Purchasing, liaison to the Superintendent, or other designees deem it advisable.

Ref: Alabama Code 39-2-2; 41-16-50; 41-16-51.

---

**Policy DJEE: Local Purchasing**

**Status:** ADOPTED

**Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990

The Board will purchase locally, provided products of equal quality are readily available from local suppliers at prices equal to other non-local vendors.

The Board does not feel compelled to purchase any item or service locally that can be secured at a financial savings to the district from sources outside the local community.

---

**Policy DJEF: Requisitions/Purchase Orders**

**Status:** ADOPTED

**Original Adopted Date:** 07/10/1990 | **Last Revised Date:** 07/10/2012 | **Last Reviewed Date:** 07/10/2012

In accordance with sound principles of financial accounting, all expenditure requests must be submitted to the Fund Supervisor and Superintendent or his designee, for approval, prior to purchases being made and submission to respective vendors. Such requests will be submitted on an unassigned purchase order form and shall be prepared listing all items or services to be purchased.

Each form shall note the name of the person requesting items or services. All forms shall be fully completed to show quantity, description, unit price, and extended price. The local school principal should sign all requests prior to submission to the fund Supervisor and Superintendent.

Purchase orders will be four parts. Each Fund Supervisor will maintain one copy of each purchase order issued. The Central Office accounting department will be provided one copy to be filed with accounts payable. One copy will be provided to the vendor. Local schools will be provided one copy when purchase orders are issued through the Central Office.

Local school principals shall notify all vendors that only invoices which denote the issued purchase order numbers shall be chargeable to the local school or school board. This policy shall apply to all local school purchases as well as to those made by central office personnel. Local school purchase orders are maintained within the local school and shall be properly and accurately classified.

---



**Policy DJEJ: Payment Procedures**

**Status:** ADOPTED

**Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990

All invoices will be submitted to the Accounting Department in the Business Office for payment. The normal date for payment of invoices will be on the 10<sup>th</sup> of each month for invoices submitted by the 5<sup>th</sup> of that month. Invoices paid on dates other than the 10<sup>th</sup> of the month must be approved by the Superintendent or his designee.

Every effort will be made to attach to the invoice a signed copy of a receiving report before it is paid.

---

**Policy DJEK: Determination of Allowable Costs**

**Status:** ADOPTED

**Original Adopted Date:** 10/04/2016 | **Last Reviewed Date:** 10/04/2016

Before instituting a financial transaction that will require the expenditure of federal funds the federal program director and the Chief School Financial Officer or designee will determine that the proposed transaction meets the requirements for allowable costs for the federal program. Actions to determine the allowable costs will assure that:

- The proposed expenditure is included in the federal program budget;
- The proposed expenditure is reasonable and necessary for the federal program;
- The proposed expenditure is consistent with procedures for financial transactions of the board including:
  - Purchase order approval procedures;
  - Contract review and approval procedures;
  - Applicable competitive purchasing procedures and;
  - Documentation supports allow ability of transaction.

Before payments are made from federal funds the federal program director and the Chief School Financial Officer or designee will determine that the federal program expenditure complies with generally accepted accounting principles and complies with state, local and federal laws, rules, and regulations.

---

**Policy DJEL: Travel Policy**

**Status:** ADOPTED

**Original Adopted Date:** 10/04/2016 | **Last Reviewed Date:** 10/04/2016

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by board employees who are in travel status on office business of the board. The board 's travel policy provides for reimbursement and payment for travel costs of employees paid from federal funds that is consistent with the travel costs for board employees paid from state or local funds.

---

**Policy DJEM: Procurement Policy**

**Status:** ADOPTED

**Original Adopted Date:** 10/04/2016 | **Last Reviewed Date:** 10/04/2016

The board will follow state laws for the procurement of property and services. The primary state procurement laws for Alabama school boards are:

- *Alabama Competitive Bid Laws (Chapter 13B of Title 16, Code of Alabama 1975);*
- *Joint Information Technology Purchasing Agreement (Chapter 13B of Title 6, Code of Alabama 1975); and,*
- *Public Works Law (Title 39, Code of Alabama 1975).*

To the extent allowed by state laws, the board will utilize state, local, regional, and national purchasing agreement where appropriate for the procurement or use of goods and services. All procurement transactions are subject to the board's *Conflict of Interest Policy* and the procurement decisions of the board will:

- Avoid acquisition of unnecessary or duplicative goods and services;
- Use the most economical and efficient approach for acquisition;
- Award acquisition contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement;
- Consider contractor integrity, compliance with public policy, record of past performance, and financial and technical resources prior to awarding procurement contracts;
- Maintain Records sufficient to document of the history of the procurement ; and,
- Conduct procurement transactions in a manner that provides full and open competition.

Procurement transactions for federal and child nutrition programs that are not subject to the state procurement laws, but exceed the aggregate amount of the federal micro purchase threshold, will be obtained by utilizing price or rate quotes from two or more qualified sources. State procurement laws include requirements that comply with the other Uniform Administrative Requirements for procurement of property and services.

The board will request proposals for professional service contracts (excluding architectural and engineering services) that are exempt under state procurement laws if the contracts exceed \$150,000 and will be paid from federal or child nutrition program funds. The board will utilize a team of three or more qualified individuals to conduct a technical evaluation of proposals received and for selecting recipients. As a part of the evaluation, the individuals on the evaluation team will sign an assurance that each of the individuals in in compliance with the board 's conflict of interest policy.

---

**Policy DJH: Recognize Students, Faculty, Staff, and the Public for Significant Contribution to Education**

**Status:** ADOPTED

**Original Adopted Date:** 07/10/2012 | **Last Reviewed Date:** 07/10/2012

It is the policy of this Board of Education that, in accordance with the provisions of Amendment No. 94 of the Constitution of Alabama of 1901, as amended, public funds may be expended for the recognition of significant contributions to education in Alabama and to promote educational excellence by students, faculty, staff, and the public. Recognition shall be in the form of trophies, plaques, academic banquets, and other honors that promote academic excellence in the public schools of Alabama and recognize special deeds that strengthen public education in Alabama. Such recognitions for faculty and staff shall be in compliance with the Alabama State Ethics Law.

---

**Policy DL: Cash in School Buildings**

**Status:** ADOPTED

**Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990

The Board requires that any school funds collected be deposited with an approved financial institution on the day collected. No more than one hundred dollars (\$100.00) should be maintained within any school facility overnight.

---

**Policy DO: School Properties Disposal Procedure**

**Status:** ADOPTED

**Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990

Whenever a school is closed, consolidated, or moved, or whenever any school equipment is to be replaced, all other schools within the system should be given notice by the Superintendent's office of any usable equipment or supplies which may be available. All other schools, upon being notified of the availability of such equipment and/or supplies, shall be allowed to petition the Board to have such allocated to them for their use at no cost. Whenever more than one school seeks the same equipment or supplies, the Board of Education should determine, based upon study, the school to be the most needy and should allocate such to that school.

The Board shall make no sale of school property to private interests when it is possible for such property to be used by the school system. In no instance will property be sold to persons outside the system when such property is needed by any school within the system.

The Superintendent shall advise the Board in the event that certain property is no longer needed for school purposes.

The Board upon receipt of such report may at its discretion declare that such property is no longer needed for school purposes.

Once real estate is declared by the Board to be no longer needed for school purposes, the Superintendent will be authorized to take appropriate action to dispose of such property as outlined below:

- a. Obtain a real estate appraisal reflecting the fair market value
  - b. Notify local governmental authorities that such property is no longer needed for school purposes and invite a proposal.
  - c. Follow the procedures in the manner prescribed by state law for the sale of real estate.
  - d. Upon receipt of final bid, a recommendation will be made by the Superintendent for Board action.
-