

SIDNEY SCHOOL DISTRICT
7000 Series
FINANCIAL MANAGEMENT

SIDNEY SCHOOL DISTRICT

7000 SERIES FINANCIAL MANAGEMENT

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Sidney School District

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7000

Goals

Since educational programs are dependent on adequate funding and the proper management of those funds, District goals can best be attained through efficient fiscal management. As trustee of local, state and federal funds allocated for use in public education, the Board shall fulfill its responsibility to see that funds are used to achieve the purposes intended.

Because of resource limitations, fiscal concerns often overshadow the educational program. Recognizing this, the District must take specific action to ensure that education remains primary. This concept shall be incorporated into Board operations and into all aspects of District management and operation.

In the District's fiscal management, the Board seeks to achieve the following goals:

1. Engage in advance planning, with staff and community involvement to develop budgets that will achieve the greatest educational returns in relation to dollars expended.
2. Establish levels of funding which shall provide superior education for the District's students.
3. Provide timely and appropriate information to staff who have fiscal responsibilities.
4. Establish efficient procedures in all areas of fiscal management.

Legal Reference: Title 20, Chapter 9, MCA Finance

Policy History:

Adopted on: 11/9/98

Revised on:

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Sidney School District

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7110

Budget and Program Planning

The annual budget is evidence of the Board's commitment to the objectives of the instruction programs. The budget supports immediate and long-range goals and established priorities within all areas – instructional, non-instructional, and administrative programs.

Before presentation of a proposed budget for adoption, the Superintendent and District Clerk will prepare, for the Board's consideration, recommendations (with supporting documentation) designed to meet the needs of students, within the limits of anticipated revenues.

Program planning and budget development [will/may] provide for staff participation and the sharing of information with patrons before any action by the Board.

Policy History:

Adopted on: 11/9/1998

Reviewed on: 6/7/2016

Revised on: 7/1/2016

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Adjustments and Amendments

Whenever it appears to the trustees of a district that the appropriated amount of an item of a budgeted fund of the final budget or a budget amendment is in excess of the amount actually required, the trustees may transfer any of the excess appropriation to another line item(s) within the same budgeted fund. The Board authorizes, at the discretion of the administrators, the transfer of any excess appropriation to another line item(s) within the same budgeted fund.

Total budget expenditures for each fund as adopted in the final budget shall constitute the appropriations of the District for the ensuing fiscal year. The Board shall be limited in the incurring of expenditures to the total of such appropriations.

With timely notice of a public meeting, Trustees, by majority vote of those present, may declare by resolution that a budget amendment (in addition to the final budget) is necessary. Budget amendments are authorized by § 20-9-161, MCA for specified reasons.

The resolution shall state the facts of the budget amendment, the estimated amount of funds needed, and the time and place when the Board will meet for the purpose of considering and adopting a budget amendment.

The meeting to adopt a budget amendment shall be open and shall provide opportunity for any taxpayer to appear and be heard. Budget procedures shall be consistent with statutory requirements. When applicable, the District shall apply for state financial aid to supplement that amount to be collected from local taxes.

Legal Reference:	§ 20-9-133, MCA	Adoption and expenditure limitations of final budget
	§ 20-9-161, MCA	Definition of budget amendment for budgeting purposes
	§ 20-9-162, MCA	Authorization for budget amendment adoption
	§ 20-9-163, MCA	Resolution for budget amendment - petition to superintendent of public instruction
	§ 20-9-164, MCA	Notice of budget amendment resolution
	§ 20-9-165, MCA	Budget amendment limitation, preparation and adoption procedures
	§ 20-9-166, MCA	State financial aid for budget amendments
	§ 20-9-208, MCA	Transfer among appropriation items of a fund

Policy History:

Adopted on: 11/9/98

Revised on: 4/12/2010

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Revenues

The District will seek and utilize all available sources of revenue for financing its educational programs, including revenues from non-tax, local, state, and federal sources. The District will properly credit all revenues received to appropriate funds and accounts as specified by federal and state statutes and accounting and reporting regulations for Montana school districts.

The District will collect and deposit all direct receipts of revenues as necessary but at least once monthly. The District will make an effort to collect all revenues due from all sources, including but not limited to rental fees, bus fees, fines, tuition fees, other fees and charges. Uncollectible checks may be turned over to the county attorney for collection.

Legal Reference: Title 20, Chapter 9, MCA Finance
 Title 10, Chapter 10, ARM Special Accounting Practices

Policy History:

Adopted on: 11/9/1998

Reviewed on: 6/7/2016

Revised on: 7/1/2016

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Use of Federal Title I Funds Methodology

In accordance with Every Student Succeeds Act (ESSA), Sidney School District has adopted this procedure to ensure that Title I-A federal funds are supplementing District resources and not supplanting District resources. The procedure documents that the School District's neutrally determined distribution of state and local funds to each school within the boundaries of the School District is in compliance with federal law.

Sidney School District is a district one grade span per school and is exempt from the methodology requirement.

The School District determines the resource allocation on total enrollment for each school as if the state and local funds are the only resources each school is receiving. Each school is given additional allocations for other needs such as technology, supplies, and additional necessary costs.

The School District groups schools by elementary or secondary grade span. Each grade span may receive a different per student amount, but all schools are treated the same whether or not these schools are served under Title I-A. There are _____ elementary students and _____ secondary students in the School District.

The School District's state and local funds are allocated in a per student calculation. For full-time equivalency staff including administrators, educators, instructional staff, and school counselors, including salaries and benefits \$_____ is allocated per elementary student and \$_____ is allocated per secondary student.

Additional necessary costs, such as professional development, technology, lunch, library supplies, transportation, student activities, utilities, maintenance, safety, and security, are allocated at \$_____ per student in all schools.

Cross Reference: 7220 – Use of Federal Title I Funds

Legal Reference: Elementary and Secondary Education Act, Section 1118(b)(1)

Policy History:

Adopted on: 5/10/21

Reviewed on:

Revised on:

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Use of Federal Title I Funds

The School District will ensure that federal Title I funds, are used only to supplement, and not supplant, state and local funds that would, in the absence of federal funds, be spent on Title I programs or services supported by federal funds.

Title I funds will not take the place of funds supporting education services that are to be provided to all students. The School District uses Title I funds only to supplement funds that would, in the absence of Title I funds, be made available from state and local non-Federal sources for the education of children participating in Title I programs.

Cross Reference: 2160 – Title I Family Engagement

Legal Reference: Elementary and Secondary Education Act, Section 1118(b)(1)

Policy History:

Adopted on: 5/10/21

Reviewed on:

Revised on:

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Disposal of School District Property Without a Vote

The Board is authorized to dispose of a site, building, or any other real or personal property of the District, that is or is about to become abandoned, obsolete, undesirable, or unsuitable for school purposes.

To effect proper disposal, the trustees shall pass a resolution stating their decision concerning property disposal. The resolution will not become effective until fourteen (14) days after the resolution is published in a newspaper of general circulation in the District.

Should any taxpayer properly protest the resolution during the fourteen (14) days after the date of publication, the trustees shall submit testimony to the court with jurisdiction.

Once the resolution is effective, or if appealed the decision has been upheld by the court, the trustees shall sell or dispose of the real or personal property in a reasonable manner determined to be in the best interests of the District. Proceeds from the sale of fixed assets can be deposited to the general, debt service, building, or any other appropriate fund.

Legal Reference: § 20-6-604, MCA Sale of property when resolution passed after hearing – appeal procedure

Policy History:

Adopted on: 7/1/2016 (replaced policy 9261-Sale of Real Property)

Reviewed on:

Revised on:

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Sidney School District

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7260

Endowments, Gifts, and Investments

The Board may accept gifts, endowments, legacies, and devises subject to the lawful conditions imposed by the donor or without any conditions imposed. Unless otherwise specified by the donor, when a district receives a donation the trustees may deposit the donation in any budgeted or non-budgeted fund at the discretion of the trustees and may thereafter transfer any portion of the donation to any other fund at the discretion of the trustees. If the trustees accept a donation and the donor specifies the donation for an endowment, the trustees shall deposit the donation in the endowment fund.

If the District deposited donated funds in an endowment fund without specific instruction by the donor, the Board may move the donated funds and any accumulated interest to any other budgeted or non-budgeted fund of the District and may spend donated funds and any accumulated interest unless restricted by condition imposed by the donor.

The Board authorizes the Superintendent to establish procedures for determining the suitability or appropriateness of all gifts received and accepted by the District.

Once accepted, donated funds are public funds subject to state law. Donated funds may not be transferred to a private entity. Benefactors may not adjust or add terms or conditions to donated funds after the donation has been accepted.

The Board directs that all school funds be invested in a prudent manner so as to achieve maximum economic benefit to the District. Funds not needed for current obligations may be invested in investment options as set out in Montana statutes, whenever it is deemed advantageous for the District to do so.

Educational Foundations may exist in the community, but are not managed, directed, or approved by the Board of Trustees.

Legal Reference:

§ 20-6-601, MCA	Power to accept gifts
§ 20-7-803, MCA	Authority to accept gifts
§ 20-9-212, MCA	Duties of county treasurer
§ 20-9-213(4), MCA	Duties of trustees
§ 20-9-604, MCA	Gifts, legacies, devises, and administration of endowment fund
§ 72-30-209, MCA	Appropriation for expenditure or accumulation of endowment fund – rules of construction

Policy History:

Adopted on: 11/9/98

Reviewed on: 6/7/2016

Revised on: 7/1/02, 7/1/2016, 4/8/19, 4/13/20

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Budget Implementation and Execution

Once adopted by the Board, the operating budget shall be administered by the Superintendent's designees. All actions of the Superintendent/designees in executing the programs and/or activities delineated in that budget are authorized according to these provisions:

1. Expenditure of funds for the employment and assignment of staff shall meet the legal requirements of the state of Montana and adopted Board policies.
2. Funds held for contingencies may not be expended without approval from the Board.
3. A listing of warrants describing goods and/or services for which payment has been made must be presented for Board ratification each month. (NOTE: Only recommended for Districts with specific definition of contingency in their budget.)
4. Purchases shall be made according to the legal requirements of the state of Montana and adopted Board policy.

Legal Reference: § 20-9-213, MCA Duties of Trustees
 § 20-3-332, MCA Personal Immunity and Liability of Trustees

Policy History:

Adopted on: 11/9/98

Revised on:

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Purchasing

Authorization and Control

The Superintendent is authorized to direct expenditures and purchases within limits of the detailed annual budget for the school year. The Board must approve purchase of capital outlay items, when the aggregate total of a requisition exceeds \$80,000 except the Superintendent shall have the authority to make capital outlay purchases without advance approval when necessary to protect the interests of the District or the health and safety of staff or students. The Superintendent will establish requisition and purchase order procedures to control and maintain proper accounting of expenditure of funds. Staff who obligate the District without proper authorization may be held personally responsible for payment of such obligations.

Bids and Contracts

Whenever it is the interest of the District, the District will execute a contract for any building furnishing, repairing, or other work for the benefit of the District. If the sum of the contract or work exceeds Eighty Thousand Dollars (\$80,000). The District will call for formal bids by issuing public notice as specified in statute. Specifications will be prepared and made available to all vendors interested in submitting a bid. The contract shall be awarded to the lowest responsible bidder, except that the trustees may reject any or all bids as per § 18-4-307, MCA as stated below in the legal reference. The Board, in making a determination as to which vendor is the lowest responsible bidder, will take into consideration not only the amount of each bid, but will also consider the skill, ability, and integrity of a vendor to do faithful, conscientious work and to promptly fulfill the contract according to its letter and spirit. Bidding requirements do not apply to a registered professional engineer, surveyor, real estate appraiser, or registered architect; a physician, dentist, pharmacist, or other medical, dental, or health care provider; an attorney; a consulting actuary; a private investigator licensed by any jurisdiction; a claims adjuster; or an accountant licensed under Title 37, Chapter 50.

Advertisement for bid must be made once each week for two (2) consecutive weeks, and a second (2nd) publication must be made not less than five (5) nor more than twelve (12) days before consideration of bids.

The Superintendent will establish bidding and contract-awarding procedures. Bid procedures will be waived only as specified in statute. Any contract required to be let for bid shall contain language to the following effect:

In making a determination as to which vendor is the lowest responsible bidder, if any, the District will take into consideration not only the pecuniary ability of a vendor to perform the contract, but will also consider the skill, ability, and integrity of a vendor to do faithful, conscientious work and promptly fulfill the contract according to its letter and spirit. References must be provided and will be contacted. The District further reserves the right to contact others with whom a vendor has conducted business, in addition to those listed as references, in determining whether a vendor is the lowest responsible bidder. Additional information and/or inquiries into a vendor's skill, ability, and integrity are set forth in the bid

specifications.

Cooperative Purchasing

The District may enter into cooperative purchasing contracts with one or more districts for procurement of supplies or services. A district participating in a cooperative purchasing group may purchase supplies and services through the group without complying with the provisions of 20-9-204(3), MCA if the cooperative purchasing group has a publicly available master list of items available with pricing included and provides an

opportunity at least twice yearly for any vendor, including a Montana vendor, to compete, based on a lowest responsible bidder standard, for inclusion of the vendor's supplies and services on the cooperative purchasing group's master list.

Legal Reference:

§§ 18-1-101, et seq., MCA	Preferences and General Matters
§§ 18-1-201, et seq., MCA	Bid Security
§ 18-4-307, MCA	Cancellation of invitations for bids or requests for proposals
§ 20-9-204, MCA	Conflicts of interests, letting contracts, and calling for bids
§ 20-10-110, MCA	School Bus Purchases – contracts- bids <i>Debcon v. City of Glasgow</i> ,
305 Mont. 391 (2001)	

Policy History:

Adopted on: 7/01/2002

Reviewed on: 3/4/2014

Revised on: 7/01/06, 7/01/07, 7/01/09, 4/12/10, 6/29/11, 7/01/2014, 4/1/19

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Sidney School District

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Accounting System Design

The District accounting system shall be established to present with full disclosure the financial position and results of the financial operations of the District funds and account groups in conformity with generally accepted accounting principles. The accounting system must be in compliance with the accounting system requirements established by legislative action. The accounting system shall be able to demonstrate compliance with finance-related legal and contractual provisions.

Policy History:

Adopted on: 11/9/98

Revised on:

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Documentation and Approval of Claims

All financial obligations and disbursements must be documented in compliance with the statutory provisions and audit guidelines. The documentation will specifically describe acquired goods and/or services, the budget appropriations applicable to payment, and the required approvals. All purchases, encumbrances and obligations, and disbursements must be approved by the administrator designated with the authority, responsibility and control over the budget appropriations. The responsibility for approving these documents cannot be delegated.

The District business office will be responsible for the development of the procedures and forms to be used in the requisition, purchase and payment of claims.

Policy History:

Adopted on: 11/9/98

Revised on:

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Sidney School District

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Year-End Unexpended Budget Balances

At the conclusion of each fiscal year, a review of the General Fund budget appropriations and expenditures will be made to determine the availability of surplus appropriations after all expenditure obligations have been met. Whenever it is determined that a surplus of appropriations is available, the surplus appropriations may be expended for goods or services or transferred into CALF (Compensated Absence Liability Fund) or other legislatively designated funds if established and administered according to Montana law with the approval of the Board.

Policy History:

Adopted on: 11/9/98

Revised on:

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Petty Cash Funds

The use of petty cash funds may be authorized for specific purchases only. Those purchases will include individual purchases of supplies, materials, postage, delivery charges, and freight. Petty cash accounts will be maintained as cash on hand, and the total dollar amount of each petty cash account will be limited to \$200 for secondary schools and \$100 for elementary schools and school offices and departments.

Each administrator of a school or department with a petty cash fund account may appoint and designate a fund custodian to carry out the bookkeeping and security duties. Monies which are not specifically petty cash monies shall not be co-mingled with the petty cash fund. At the conclusion of each school year, all petty cash funds must be closed out and the petty cash vouchers and cash on hand returned to the business office for processing.

The District business office shall be responsible for establishing the procedures involving the use and management of petty cash funds.

Policy History:

Adopted on: 11/9/98

Revised on:

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Sidney School District

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Payroll Procedures/Schedules

The District will establish one (1) or more days in each month as fixed paydays for payment of wages in accord with the current certified teacher collective bargaining agreement or District practice. Employees may choose to have their salaries paid in full upon the last pay date following completion of their assignments or may annualize their pay. Employees who choose to receive payment of wages beyond the period in which the wages were earned (deferred payment) will be subject to Internal Revenue Service (IRS) penalties, unless they provide a written election of such deferral prior to the first (1st) duty day of the year of deferral. Forms for such deferral shall be made available. Any change to the election must be made prior to the first (1st) duty day of the fiscal year of the deferment.

When a District employee quits, is laid off, or is discharged, wages owed will be paid on the next regular payday for the pay period in which the employee left employment or within fifteen (15) days, whichever occurs first.

Cross Reference: 5500 Payment of Wages upon Termination

Legal Reference: § 409A, Internal Revenue Code, Deferred Compensation

Policy History:

Adopted on: 4/8/2013

Reviewed on: 3/2/2013

Revised on: 4/8/2013

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Advertising in Schools/Revenue Enhancement

Revenue enhancement through a variety of District-wide and District-approved marketing activities, including but not limited to advertising, corporate sponsorship, signage in or on District facilities, is a Board-approved venture. The Board may approve such opportunities subject to certain restrictions in keeping with the community standards of good taste. Advertising will model and promote positive values for District students through proactive educational messages and not be simply traditional advertising of a product. Preferred advertising includes messages encouraging student achievement and establishment of high standards of personal conduct.

All sponsorship contracts will allow the District to terminate the contract on at least an annual basis, if it is determined that it will have an adverse impact on implementation of curriculum or the educational experience of students.

The revenue derived should:

1. Enhance student achievement;
2. Assist in maintenance of existing District athletic and activity programs; and
3. Provide scholarships for students participating in athletic, academic, and activity programs, who demonstrate financial need and merit.

Appropriate opportunities for marketing activities include but are not limited to:

1. Fixed signage.
2. Banners.
3. District-level publications.
4. Television and radio broadcasts.
5. Athletic facilities, including stadiums, high school baseball fields, and high school gymnasiums.
6. District-level projects.
7. Expanded usage of facilities beyond traditional uses (i.e., concerts, rallies, etc.).
8. The interior and exterior of a limited number of District buses, if the advertising is associated with student art selected by the District. The only advertising information allowed will note sponsorship of the student art by the participant. Maintenance for these buses will include but not exceed normal maintenance costs.
9. Individual school publications (when not in conflict with current contracts).

Advertising will not be allowed in classrooms, other than corporate-sponsored curriculum materials approved subject to Board policy.

The following restrictions will be in place when seeking revenue enhancement. Revenue enhancement activities will not:

1. Promote hostility, disorder, or violence;
2. Attack ethnic, racial, or religious groups;
3. Discriminate, demean, harass, or ridicule any person or group of persons on the basis of gender;
4. Be libelous;
5. Inhibit the functioning of the school and/or District;
6. Promote, favor, or oppose the candidacy of any candidate for election, adoption of any bond/budget issues, or any public question submitted at any general, county, municipal, or school election;
7. Be obscene or pornographic, as defined by prevailing community standards throughout the District;
8. Promote the use of drugs, alcohol, tobacco, or certain products that create community concerns;
9. Promote any religious or political organization;
10. Use any District or school logo without prior approval.

Cross Reference: 2120 Curriculum Development and Assessment
 2309 Library Materials
 2311 Instructional Materials

Policy History:
Adopted on: 7/1/2016
Reviewed on:
Revised on: 4/1/19

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Sidney School District

FINANCIAL MANAGEMENT

7400

Credit/Procurement Card Use

The Board of Trustees permits the use of District credit and procurement cards by certain school officials, staff and Board members to pay for actual and necessary expenses incurred in the performance of work-related duties for the District. A list of those individuals that will be issued a District credit card will be maintained in the business office and reported to the Board each year at its meeting in September.

The District shall establish a credit line not to exceed \$2,500.00 for each card issued and an aggregate credit limit of \$400,000.00 for credit/procurement cards issued to the District.

Credit/procurement cards may only be used for legitimate District business expenditures. The use of credit/procurement cards is not intended to circumvent the District's policy on purchasing.

Users must take proper care of District credit/procurement cards and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must immediately be reported to the business office and to the appropriate financial institution. Failure to take proper care of credit/procurement cards or failure to report damage, loss, or theft may subject the employee to financial liability.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature, or violate the intent of this policy may result in credit/procurement card revocation and discipline of the employee.

Users must submit detailed documentation, including itemized receipts for commodities, services, travel, and/or other actual and necessary expenses which have been incurred in connection with school-related business for which the credit/procurement card has been used.

The Superintendent shall establish regulations governing the issuance and use of credit/procurement cards. Each cardholder shall be apprised of the procedures governing the use of the card, and a copy of this policy and accompanying regulations shall be given to each cardholder.

The District Clerk shall monitor the use of each credit/procurement card every month and report any serious problems and/or discrepancies directly to the Superintendent and the Board.

Cross Reference: 7320 Purchasing
 7335 Personal Reimbursements
 7336 Travel Allowances and Expenses

Legal Reference: § 2-7-503, MCA Financial reports and audits of local government entities

Policy History:

Adopted on: 6/24/2010

Reviewed on: 6/7/2016

Revised on: 7/1/2016

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Sidney School District

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7410

Fund Accounting System

The District accounting system shall be organized on a fund basis. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources. All related liabilities and residual equities or balances, and changes therein, are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

The following types of funds and account groups shall be used by the District as required by law and sound financial administration consistent with legal and statutory operating requirements.

Governmental Funds:

- General Funds
- Special Revenue Funds
- Capital Projects Funds
- Debt Service Funds

Proprietary Funds:

- Enterprise Funds
- Internal Service Funds

Fiduciary Funds:

- Trust and Agency Funds

Account Groups:

- General Long-Term Debt Account Group
- General Fixed Assets Account Group

A modified accrual basis of governmental accounting shall be utilized in measuring financial position and operating results. Unless required by law, the Board must authorize any new fund.

Legal Reference: § 20-9-201, MCA Definitions and Application

Policy History:

Adopted on: 11/9/98

Revised on:

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Sidney Public School

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SIDNEY HIGH SCHOOL **Associated Student Body Funds**

As per Montana Statute, Section 20-9-504, MCA, an extracurricular fund has been established by Sidney Public Schools. The Associated Student Body Funds of Sidney Public Schools (ASB Funds) are maintained in a separate checking and savings account as allowed in Administrative Rule 10.10.304. These funds have been established by and are the responsibility of the Board of Trustees of Sidney Public Schools with assistance in the administration of these funds from the student body government. The audit of these funds is conducted annually in conjunction with the audit of all other funds of the district.

ADMINISTRATIVE RESPONSIBILITIES - BOARD OF TRUSTEES

1. The admission of new clubs or activities to the extracurricular fund must be submitted to and approved by the Board of Trustees.
2. The cancellation of mailed or dispersed extracurricular fund checks will require prior approval from the board. Outstanding checks will be cancelled after one year of date of issue.
3. Non-sufficient fund checks cannot be written off without first obtaining approval of the Board of Trustees.
4. Inactive fund accounts should be reviewed by the Board of Trustees and those determined to be discontinued should have any remaining balance transferred to a related account.
5. Fund accounts should not be permitted to become overdrawn. Whenever a fund account becomes nearly depleted, remedial action should be ordered immediately by the fund custodian or building principal.
6. The fund custodian will direct the individual clubs/funds to maintain separate financial records and see that each club's fund balance is in agreement with the general control records maintained by the deputy fund custodian. The mechanism to be used for previous month's monthly verification of individual club/fund balances shall be a printed computer recap following the end of the month of the months receipts, expenditures and balances signed by the club/fund student designee and advisor and returned to the deputy fund custodian to be filed for the district auditor.
7. The Board of Trustees should review the adequacy of insurance policies regarding burglary coverage, messenger and forcible seizure coverage.

8. The Board of Trustees should review existing official bond coverage to verify that the extracurricular fund is included.
9. Prior to June 30, the Board of Trustees will direct the senior class to dispose of any money remaining in the senior class fund account. Any amount remaining shall be transferred to the District Alumni Fund Account (Fund 285).
10. A direct payment will be permitted to reimburse the student activity fund if the claim against the general fund is properly authorized, completely documented and easily traced into the extracurricular fund records.
11. Extracurricular Payroll: The student activity fund shall reimburse the general fund for gross salary and workers compensation premiums incurred for extracurricular workers. For purposes of payroll, referees and other officials are considered to be self-employed.
12. The Board of Trustees shall conduct a monthly review of the ASB Account balances reported by the Deputy Fund Custodian.

FEES AND CHARGES

Student Activity Tickets and Participation Fees

- A. Students (Grades 6-12) participating in extracurricular activities are required to purchase an Activity Ticket and pay a participation fee each year. Students in grades 4-5 are required to pay a participation fee. Clarification of extracurricular is any student council recognized activity participated in outside of the classroom (i.e. pep band, jazz band, drum line, extracurricular vocal choirs, Speech & Drama, school plays, intramural sports, sports and CTE affiliated clubs). Excluded are Key Club, Leo Club, and Youth Alive.
- B. Student Activity Tickets shall be picture I.D.'s, if possible, and available to students in Grades K-12.
- C. The fees and activity ticket prices are as follows:

Activity Ticket - Grades K - 5	\$35.00
Participation Fee - 4-5	\$35.00
Activity Ticket – Grades 6-12	\$40.00
Participation Fee - 6-12	\$60.00

Fifty percent (50%) of all high school participation fees will be deposited in the high school ASB athletic fund, and the other 50% of participation funds received will be dispersed based upon enrollment in clubs (exclusive of MHSAA competitive activities) subject to participation fees as recognized and listed in the high school handbook, with enrollment determined by the October Count Day. Follow the October Count day, clubs and activities eligible for a share of participation fee funding will provide an accurate list of paid members as of the count day.

D. The distribution of Activity Ticket monies among the funds is as follows:

SIDNEY HIGH SCHOOL

Student Council	\$ 3.43
Band	\$ 2.57
Vocal	\$ 2.29
Seniors	\$.57
Juniors	\$.57
Sophomores	\$.57
Freshman	\$.57
8th Grade	\$.57
7th Grade	\$.57
Cheer/Pep Squad	\$ 2.86
Speech and Drama	\$ 3.43
Athletics	<u>\$22.00</u>
TOTAL	\$40.00

SIDNEY MIDDLE SCHOOL

H.S. Student Council	\$ 2.86
Band	\$ 2.57
Vocal	\$ 2.29
Seniors	\$.57
Juniors	\$.57
Sophomores	\$.57
Freshman	\$.57
8th Grade	\$.57
7th Grade	\$.57
6 th Grade	\$.57
Middle School Student Council	\$ 6.86
H.S. Athletics	<u>\$21.43</u>
TOTAL	\$40.00

The Activity Ticket money from West Side and Central Elementary is deposited into Athletics only.

The selling and issuing of activity tickets and collection of participation fees is the responsibility of each building's office staff. Collected participation fees shall be deposited in the school's respective ASB account with distribution of collected high school participation fees as per policy to occur no later than the end of November.

INVESTMENTS

Associated Student Body investments are made at the discretion and with the approval of the Board of Trustees following the requirements of Montana state law. Review of ASB

investments should be conducted by the Trustees annually. Investment bids should be sought from local financial institutions prior to maturity.

CHECKING ACCOUNT

The Fund Custodian will solicit proposals from local financial institutions every five (5) years beginning with the year 2008 for placement of the Associated Student body checking account. Based upon review of the proposals, the Fund Custodian will make a recommendation to the Board of Trustees for awarding the ASB checking account for a period of five (5) years.

INVENTORY

Inventories related to the extracurricular fund may be in the form of equipment and stock-in-trade. Inventories should be accounted for in the following manner.

Equipment

1. All equipment purchased or donated should be numbered or tagged for identification.
2. Records of such equipment should be verified by the department annually and reported to the Fund Custodian. Any such equipment valued over \$5000 will be reported to the District Clerk's Office for inclusion in Fixed Assets.

Stock in Trade

Each fund account sponsor handling the sale of candy, pop and school supplies should maintain a running account of supplies at all times and is responsible for conducting the inventory and forwarding copies of the inventory records to the fund custodian. The fund custodian should retain the copies of inventory records until completion of the audit.

ACCOUNTABILITY FOR ADMISSION CHARGES

1. Pre-numbered colored strip tickets should be purchased and included in the stationery control.
2. Ticket numbers should be charged out to the sellers responsible for admission collections.
3. The number of tickets sold must reconcile with the money collected. Unused tickets are to be turned back in and accounted for.
4. Tickets should not be torn off at the end of the event!!
5. Signature of official approving report.

I. TRAVEL AUTHORIZATION

A request for travel authorization and funding must be prepared well in advance (two weeks minimum) of the time the funds are needed.

- A. This request should be submitted by the teacher, coach, faculty advisor or other person responsible for the activity trip. The request is generally made to acquire bus transportation.
- B. This request must be approved by the school principal and/or school superintendent in accordance with policy established by the board.
- C. Funding for athletic competitions/ASB organizational events is approved by the K-12 Activities Director; groups that have ASB accounts pay for their own expenses.
- D. Travel authorization request forms are to contain the following information:
 - * Date of request
 - * Destination and purpose of trip
 - * Estimated departure and return times
 - * Number of persons making the trip
 - * Signature of persons requesting authorization
 - * Approval signature of principal, superintendent or designee
 - * Mode of transportation being requested - car, van, bus

II. PAYMENT FOR STUDENT TRAVEL

Cash advances are occasionally used for travel. All expenditures of cash advances must be accounted for. Upon return, receipts must be turned into the fund custodian along with a reconciliation against cash received and cash outlayed. Amount left must be redeposited in the ASB fund from which the original cash outlay was made. **Credit or P-Cards are the preferred method of payment for travel.** These cards are for activity travel and may be obtained from the Fund Custodian. All receipts must be maintained and submitted upon return with a credit card report slip containing trip information. Purchase orders may be used in lieu of credit cards but must be clearly marked ASB and must indicate the purpose of the trip, date, location and contain the signature of the coach or activity advisor.

III. FINAL ACCOUNTABILITY - (After the trip is complete)

A statement of final accountability must be submitted by the authorized trip sponsor, promptly after the completion of the trip, to the fund custodian at the high school or the building administrator at the elementary schools. This statement must include the purpose of the trip, date of the trip, trip location, date of final accountability, complete listing of itemized expenditures incurred and the signature of the fund custodian or the building administrator indicating that final accountability has been attained.

CHANGE FUND

The amount of change needed should be determined by the Board of Trustees at the start of the school year. The change fund is established by written request from the Building Administrator

to the Board of Trustees in July of each year. This cash will be retained throughout the year and would then be redeposited separately at the end of the school year.

BOOKKEEPING SYSTEMS AND PROCEDURES.

The Sidney Public Schools uses a computerized system created by Black Mountain Software. This computer system contains the following registers:

1. Receipt register
2. Deposit register
3. Check register
4. Statement of activity

RECEIPTING PROCEDURES AND REQUIREMENTS

Fund custodian receipts must be issued immediately upon each collection. Checks should be endorsed with the "for deposit only" stamp immediately upon receipt.

1. Receipt Procedures

- A. The pre-numbered receipts must consist of the original and one copy.
- B. Fund custodian receipts must contain the following information:
 - ◆ Date of receipt issued.
 - ◆ Payer (sponsor or student paying money to fund custodian.)
 - ◆ Amount received.
 - ◆ Purpose or source of collection.
 - ◆ Designated fund or funds to which the cash is to be deposited.

DEPOSIT OF RECEIPTS

Extracurricular Fund deposits must be transmitted weekly from all buildings to the Administration Office. On the close of each month, all cash remaining on hand should be deposited with the exception of the change fund.

Deposit slips must show the receipt numbers that, when totaled, correlate with the deposited amount.

All deposits from all ASB organizations will be double counted and counts will be recorded on Deposit forms.

CASHING OF PERSONAL, EXTRACURRICULAR CHECKS AND SCHOOL WARRANTS

The cashing of personal, extracurricular fund checks or school district warrants from un-deposited cash on hand is absolutely prohibited.

INTRA-FUND TRANSFERS

Transfers of money from one student fund account to another are allowed only when such transfer is justifiable and supported by proper authorization. Transfers must be approved by the Board of Trustees prior to the transfer of funds.

All transfers must be recorded on a transfer request form. Transfer forms must contain provisions for the following:

1. Date
2. Reason for transfer.
3. Amount of funds to be transferred.
4. Name of fund accounts affected.
5. Approval of Administrator in building requesting the transfer
6. Transfer requests are sent to the Deputy Fund Custodian for preparation for Board approval.
7. Posting verification and reference by the deputy fund custodian

NON-SUFFICIENT FUNDS CHECKS (BAD CHECKS)

Checks processed by the bank for non-sufficient funds (NSF) are returned to the district for collection. The non-sufficient amount will be adjusted (subtracted) out of the ASB account fund to which it was originally deposited. If the NSF amount is collected by the Deputy Fund Custodian through recourse of District action, the NSF amount plus bank charges collected will be applied to the original ASB fund of deposit.

DISBURSING PROCEDURES AND REQUIREMENTS

All extracurricular fund disbursements must initiate with and be authorized by representatives of the fund account to which the disbursement will be charged.

Requisitions are issued by coach/activity sponsor to individual making purchase. Requisition and accompanying invoice and charge explanation are turned into the fund custodian at the High School or the Building Administrator at the Elementary Schools for issuance of a Warrant Drawing Order for payment of invoice. Warrant Drawing Order information and the distribution of 3 part requisition forms is listed below:

Requisition

- A. Original copy to vendor
- B. Duplicate copy to fund custodian/building administrator
- C. Triplicate copy to fund account treasurer/advisor

Warrant Drawing Order

- A. Date
- B. Vendor
- C. Amount of Invoice
- D. Fund Account to be Charged
- E. Explanation of Charge
- F. Signature of Bldg. Administrator/Fund Custodian

1. All disbursements will be made by check.
2. All checks issued must be entered to the register individually and in numerical sequence.
3. All voided checks must be accounted for and available for audit.
4. Bank service charges and bank overdraft charges will be posted the same way as interest earned. ASB purchased supplies (i.e., check printing costs) will be deducted from the fund accounts and the breakdown is as follows:

Supply Payments Breakdown

Athletics	50%
Sidney Elementary	10%
MS Gate Receipts	5%
MS Student Council	5%
Student Council	10%
Talon	10%
Speech/Drama	5%
Cheer/Pep	5%

INVOICE PAYMENTS

1. Preparing invoice for payment
 - A. All invoices must be matched up and attached to the Warrant Drawing Order.
 - B. Verification of receipt of goods must be obtained.
 - C. The deputy fund custodian must check all invoices for arithmetic accuracy before payment is made.
2. Preparation and issuance of checks
 - A. All checks should contain the following information:
 - ◆ Name of account
 - ◆ School district name and student extracurricular account number.
 - ◆ Checks must be pre-numbered
 - ◆ Date of issue
 - ◆ Payee checks made payable to the vendor whose name appears on the invoice and warrant drawing order.
 - ◆ Amount of check
 - ◆ The check or check stub should indicate the fund account or accounts to which disbursement is to be charged.
 - ◆ Dual signature required – as designated by the Board of Trustees
 - B. The check stub is stapled to the corresponding invoice and Warrant Drawing Order.
 - C. For travel purposes, no checks should be made payable to cash or to those people who are in charge of the fund accounts.
 - D. No checks should be issued from one fund account to another fund account. Such transactions should be handled as intra-fund transfers.

FILING OF BOOKEEPING RECORDS

Transfers, receipts and monthly reports for the Board shall be filed in date order in separate files and combined for auditing and fiscal year end.

MONTHLY RECONCILIATIONS OF EXTRACURRICULAR FUND ACCOUNTS

1. Each control account balance and individual fund account balance must be verified in the following manner:
 - A. Beginning balance
 - B. Add: receipts for month
 - C. Less: disbursements for month
 - D. Transfers
 - E. Ending balance

2. The balance shown in the bank control account must be reconciled to the bank statements received from the depository bank each month. Evidence of this reconciliation must be available for inspection.

MONTHLY REPORT TO THE BOARD OF TRUSTEES

Each month-end the deputy fund custodian will have the responsibility of reconciling all individual fund account balances to the total of the control account balances. Reports of this reconciliation and fund activity must be presented to the Board of Trustees for its review with the following information:

1. Statement of receipts, disbursements, transfers and fund balances for each fund account.
2. Monthly bank and fund reconciliation
3. Transfers

Copies of Report totals are given to the Board of Trustees and club/fund advisors for verification as provided for under Administrative Responsibilities - Board of Trustees #6.

DESTRUCTION OF RECORDS

General Guidelines:

Destruction of records will be allowed as per state statute and established State guidelines as approved by the Board of Trustees per Board Policy 8410.

REPORTING OF ACTIVITY FUND TO DISTRICT'S TRUSTEE REPORT

Extracurricular fund records are considered fiduciary funds and should be reported as a trust fund on the trustee report under fund number 84.

Policy History

Adopted on: 6/12/00

Reviewed on: 5/2/17

Revised on: 07/01/04, 7/01/07, 06/24/10, 10/11/10, 07/01/13, 7/1/17

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Sidney School District

FINANCIAL MANAGEMENT

7430

Financial Reporting and Audits

The Board directs that financial reports of all District funds be prepared in compliance with statutory provisions and generally accepted accounting and financial reporting standards. In addition to reports required for local, state, and federal agencies, financial reports will be prepared monthly and annually and presented to the Board. Financial reports shall reflect financial activity and status of District funds.

Appropriate interim financial statements and reports of financial position, operating results, and other pertinent information will be prepared to facilitate management and control of financial operations.

The Board directs that District audits be conducted in accordance with Montana law. Each audit shall be a comprehensive audit of the affairs of the District and District funds. The audits shall comply with all statutory provisions and generally accepted governmental auditing standards. Each audit may be made every two (2) years and cover the immediately preceding two (2) fiscal years, or it may be conducted annually.

Legal Reference:	§§ 2-7-501, et seq., MCA	Audits of Political Subdivisions
	§ 2-7-503, MCA	Financial Reports and Audits of local government entities
	§ 20-9-212, MCA	Duties of county treasurer
	§ 20-9-213, MCA	Duties of trustees

Policy History:

Adopted on: 11/9/98

Reviewed on: 6/7/2016

Revised on: 7/1/2016

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Sidney School District

FINANCIAL MANAGEMENT

7500

Property Records

Property and inventory records will be maintained for all land, buildings, and physical property under District control and will be updated annually.

For purposes of this policy, “equipment” means a unit of furniture or furnishings, an instrument, a machine, an apparatus or a set of articles which retains its shape and appearance with use, is nonexpendable, and does not lose its identity when incorporated into a more complex unit. The Superintendent will ensure inventories of equipment are systematically and accurately recorded and updated annually. Property records of facilities and other fixed assets will be maintained on an ongoing basis. No equipment will be removed for personal or non-school use except in accordance with Board policy.

Property records will show, appropriate to the item recorded, the:

1. Description and identification
2. Manufacturer
3. Date of purchase
4. Initial cost
5. Location
6. Serial number, if available
7. Model number, if available

Equipment may be identified with a permanent tag providing appropriate District and equipment identification.

Cross Reference: 7510 Capitalization Policy for Fixed Assets

Legal Reference: § 20-6-602, MCA Trustees’ power over property
§ 20-6-608, MCA Authority and duty of trustees to insure district property

Policy History:

Adopted on: 11/9/98

Reviewed on: 6/7/2016

Revised on: 7/1/2016

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Capitalization Policy for Fixed Assets

A fixed asset is a property that meets all of the following requirements.

1. Must be tangible in nature.
2. Must have a useful life of longer than the current fiscal year.
3. Must be of significant value.

Fixed assets may be acquired through donation, purchase or may be self-constructed. The asset value for donations will be the fair market value at the time of the donation. The asset value, when purchased, will be the initial cost plus the trade-in value of any old asset given up, plus all costs related to placing the asset into operation. The cost of self-constructed assets will include both the materials used and the cost of labor involved in the construction of the asset.

The following significant values will be used for different classes of assets:

<u>Class of Fixed Asset</u>	<u>Significant Value</u>
Equipment and machinery	\$5000.00 or more
Buildings - Improvements	5000.00 or more
Improvements other than buildings	5000.00 or more
Land	Any amount

Cross Reference: #7500 Property Records

Policy History:
Adopted on: 11/9/98
Revised on: 07/01/01

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Sidney School District

FINANCIAL MANAGEMENT

7515

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Fund Balances

[Note: The provisions of this policy include the provisions of Statement No. 54 of the Governmental Accounting Standards Board (GASB).]

I. PURPOSE

The fund balance policy establishes a framework for the management of all excess funds managed by the Sidney School District. The policy is in accordance with GASB Statement 54; management of fund balance. It also provides guidance and direction for elected and appointed officials as well as staff in the use of excess funds at year-end.

II. SCOPE

This fund balance policy applies to all funds in the custody of the School District Business Manager/Clerk of the Sidney School District, Sidney, Montana. These funds are accounted for in the District's annual audited financial reports and include, but are not limited to, the following:

- General Fund
- Special Revenue Funds
- Capital Project Funds
- Enterprise Funds
- Any new funds created by the District, unless specifically exempted by the governing body; in accordance with state law or GASB pronouncements.

III. CLASSIFICATION OF FUND BALANCES

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: nonspendable, restricted, committed, assigned, and unassigned.

IV. DEFINITIONS

A. *Fund balance*---means the arithmetic difference between the assets and liabilities reported in a school district fund.

B. *Committed fund balance*—amounts constrained to specific purposes by the District itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the District takes the same highest-level action to remove or change the constraint

C. *Assigned fund balance*—amounts a school district *intends* to use for a specific purpose; intent can be expressed by the District or by an official to which the Board of Trustees delegates the authority

D. *Nonspendable fund balance*—amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund)

E. *Restricted fund balance*—amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation

F. *Unassigned fund balance*—amounts that are available for any purpose; these amounts are reported only in the general fund.

V. MINIMUM FUND BALANCE

The school district will strive to maintain a minimum unassigned general fund balance of 10 percent of the annual general fund budget.

VI. ORDER OF RESOURCE USE

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned.

VII. COMMITTING FUND BALANCE

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

VIII. ASSIGNING FUND BALANCE

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the following: superintendent and/or district clerk. Assignments so made shall be reported to the school board on a monthly basis, either separately or as part of ongoing reporting by the assigning party if other than the school board.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

IX. REVIEW

The school board will conduct, at a minimum, an annual review of the sufficiency of the minimum unassigned general fund balance level.

Legal References: Statement No. 54 of the Governmental Accounting Standards Board

Policy History:

Adopted on: 6/29/11

Reviewed on:

Revised on: 6/29/11

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Sidney School District

FINANCIAL MANAGEMENT

7520

Independent Investment Accounts

The Board may establish independent investment accounts separate and apart from those funds maintained by the county treasurer. The Board may transfer cash into an independent investment account from any budgeted or non-budgeted funds. A separate account shall be established for each fund from which transfers are made. The principal and any interest earned must be reallocated to the fund from which the deposit was originally made. Unless otherwise provided by law, all other revenue may be sent directly to a participating district's investment account.

The District may either:

Establish and use the account as a non-spending account, returning sufficient funds to the county treasurer in time to pay all claims against the applicable fund; or

Establish a subsidiary checking account and make expenditures from the investment account, provided all transactions are accounted for and reported, as required by applicable accounting principles. If the District desires to establish a subsidiary checking account for purposes of paying for expenditures directly from an investment account, the District must enter into a written agreement with the county treasurer, in accordance with § 20-9-235, MCA.

Legal Reference: § 20-9-235, MCA Authorization for school district investment account

Policy History:

Adopted on: 4/13/2020

Reviewed on:

Revised on:

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Sidney School District

FINANCIAL MANAGEMENT

7525

Lease-Purchase Agreement

The trustees of a district can lease property with an option to purchase.

Personal property -- the lease cannot be more than seven (7) years.

Real property -- the lease cannot be more than fifteen (15) years.

The terms of the lease must comply with 20-6-625, MCA. If real property is acquired, the trustees shall comply with 20-6-603, MCA.

The trustees of any district may lease buildings or land suitable for school purposes when it is within the best interests of the district to lease the buildings or land from the county, municipality, another district, or any person. The term of the lease may not be for more than fifteen (15) years unless prior approval of the qualified electors of the district is obtained in the manner prescribed by law for school elections, in which case the lease may be for a term approved by the qualified electors, but not exceeding ninety-nine (99) years. Whenever the lease is for a period of time that is longer than the current school fiscal year, the lease requirements for the succeeding school fiscal years shall be an obligation of the final budgets for such years.

Cross Reference:	Policy 7251	Disposal of school district property without a vote.
Legal Reference:	§ 20-6-603, MCA	Trustees' authority to acquire or dispose of sites and buildings – when election required.
	§ 20-6-609, MCA	Trustees' authority to acquire property by lease-purchase agreement.
	§ 20-6-625, MCA	Authorization to lease buildings or land for school purposes.

Policy History:

Adopted on: 7/1/2016

Reviewed on:

Revised on:

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FINANCIAL MANAGEMENT

Procurement of Supplies or Services

The Board adopts all applicable provisions of the Montana Procurement Act (i.e., §§ 18-4-121, et seq., MCA).

OR

The Board adopts the following provisions of the Montana Procurement Act:

1. § 18-4-303(8), MCA – Competitive sealed bidding. With the exception of construction contracts, allows the District to negotiate an adjustment of the bid price with the lowest responsible and responsive bid in order to bring the bid within the amount of available funds, if, and only if, all bids exceed available funds and the lowest responsible bid does not exceed available funds by more than five percent (5%).
2. § 18-4-306, MCA – Sole source procurement. A contract may be awarded for a supply or service item without competition when, the District determines in writing that:
 - (a) there is only one source for the supply or service item;
 - (b) only one source is acceptable or suitable for the supply or service item; or
 - (c) the supply or service item must be compatible with current supplies or services.
3. § 18-4-307, MCA - Cancellation of invitations for bids or requests for proposals. An invitation for bids, a request for proposals, or other solicitation may be cancelled or any or all bids or proposals may be rejected in whole or in part, as may be specified in the solicitation, when it is in the best interests of the state. The reasons therefore must be made part of the contract file.

Legal Reference: § 18-4-121, et seq., MCA Montana Procurement Act
§ 18-4-303, MCA Competitive Sealed Bidding
§ 18-4-306, MCA Sole Source Procurement--records
§ 18-4-307, MCA Cancellation of invitations for bids or requests for proposals
2.5.604, ARM Sole Source Procurement

Policy History:
Adopted on: 4/8/19
Reviewed on:
Revised on:

Electronic Signatures

“Electronic signature” means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

Electronic signatures or digital signatures can take many forms and can be created using many different types of technology. For the purpose of this policy an electronic signature means any electronic identifier intended by the person using it to have the same force and effect as a manual signature.

District Use of Electronic Signatures

When not practical or possible to have an approved individual physically sign a document, and not otherwise prohibited by applicable laws, electronic signatures may satisfy the requirement of a written signature when transacting business with and/or for the District and/or with parents/guardians when the authenticity and reliability of such electronic signature(s) meets the provisions of this policy. In such instances, the electronic signature shall have the full force and effect of a manual signature.

In order to qualify for acceptance of an electronic signature the following additional requirements are applicable:

1. The electronic signature identifies the individual signing the document by his/her name and title;
2. The identity of the individual signing the document with an electronic signature is capable of being validated through the use of an audit trail;
3. The electronic signature, as well as the documents to which it is affixed, cannot be altered once the electronic signature is affixed. If the document needs to be altered, a new electronic signature must be obtained; and
4. The electronic signature conforms to all other provisions of this policy.

The District shall maintain District electronically signed records in a manner consistent with the District’s document retention policies yet also capable of accurate and complete reproduction of the electronic records and signatures in their original form. Such retention should include a process whereby the District can verify the attribution of a signature to a specific individual, detect changes or errors in the information contained in the record submitted electronically and protect and prevent access and/or manipulation or use access/use by an unauthorized person.

The District shall maintain a hardcopy of the actual signature of any District employee authorized to provide an electronic signature in connection with school board business.

Abuse of the electronic signature protocols by any District employee serves as grounds for disciplinary action up to and including termination.

Parent/Student Use of Electronic Signatures

With regard to documentation received by the District with an electronic signature from a parent/legal guardian, so long as the following provisions are met, the District may receive and accept such electronic signature as an original document:

1. Such communication with signature, of its face, appears to be authentic and unique to the person using such signature;
2. The District is unaware of any specific individualized reason to believe that the signature has been forged;
3. The District is unaware of any specific reason to believe the document has been altered subsequent to the electronic signature; and
4. The signature is capable of verification.

The District's Superintendent or designee may, at his or her discretion, request that an original of the electronic communication, signed manually by hand, be forwarded to the District in a timely manner.

District personnel may periodically audit the authenticity of such signature via a security procedure including such acts as making follow-up inquiry to the individual/entity who has submitted such electronic signature.

Should it be discovered that a student has falsified a parent's electronic signature on an official District document, the student may be subjected to discipline and the Administrators of the District are authorized, at their discretion, to thereafter only accept manual signatures associated with any submitted school document.

Legal Reference: 30-18-102(9), MCA
30-18-106(4), MCA

42.8.106, ARM

Definitions
Legal recognition of electronic records,
electronic signatures, and electronic
contracts
Electronic submission of documents and
electronic signatures

Policy History:
Adopted on: 7/1/2016
Reviewed on:
Revised on:

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